

Event Coordinator Position

Help Deliver Championship Curling Across Saskatchewan

Event Coordinator

Full-Time Position

Location: Saskatchewan

Reports To: Executive Director, CURLSASK

Curling is Saskatchewan's official sport, and CURLSASK plays a leading role in delivering high-quality championship experiences for athletes, coaches, officials, host committees, volunteers, and curling communities across the province.

CURLSASK is seeking an organized, detail-oriented, and relationship-focused professional to coordinate the planning and delivery of CURLSASK sanctioned championships and events. This position plays a key role in ensuring competitions are well-prepared, professionally managed, and aligned with CURLSASK standards, policies, and expectations.

This is an exciting opportunity for someone who enjoys event operations, sport administration, working with people, and helping create meaningful experiences for competitors and host communities throughout Saskatchewan.

What You'll Do

As the Event Coordinator, you will:

- Coordinate key operational details for CURLSASK sanctioned championships, including entries, draws, rules, competition manuals, registration systems, and event information.
- Serve as a primary contact for teams entering CURLSASK championships, ensuring clear and timely communication before, during, and after events.
- Manage championship registration processes, including receiving entries, maintaining team lists, collecting fees, and ensuring accuracy within web-based registration systems.
- Prepare and distribute event information for competitors, host committees, competition liaisons, officials, and other key stakeholders.
- Support host committees in planning and coordinating CURLSASK events, including event timelines, logistics, equipment needs, and communication requirements.
- Coordinate the movement, tracking, and maintenance of championship equipment, event inventory, trophies, and presentation materials.
- Build, maintain, and monitor the live results platform, including providing appropriate access and training to host sites and event users.

- Work with the Marketing and Media Coordinator to ensure competition pages on the CURLSASK website remain current, accurate, and helpful for competitors and fans.
- Assist with the development and distribution of post-event surveys for players, coaches, officials, and host committees.
- Work with the Executive Director and Chief Umpire to support the assignment of officials for championships.
- Work with the Executive Director to support the assignment of competition liaisons for championships.
- Assist officials and liaisons in planning and coordinating their event requirements.
- Support provincial teams as they prepare to attend national events, including clothing, administrative requirements, and communication with CURLSASK and Curling Canada.
- Sit on the CURLSASK Competition Committee and attend CURLSASK Board meetings when requested by the Executive Director and/or President.

Who You Are

You are highly organized, dependable, and comfortable managing many moving pieces at once.

You enjoy working with teams, volunteers, officials, host committees, and community partners. You understand that successful events are built through strong preparation, clear communication, and attention to detail.

You are comfortable working independently, solving problems, and adapting when plans change. You bring a professional, service-focused approach and take pride in helping events run smoothly from start to finish.

Qualifications

- Experience in event coordination, sport administration, recreation, project coordination, or a related field.
- Strong organizational, communication, and administrative skills.
- Ability to manage timelines, details, and multiple events or projects at the same time.
- Experience working with volunteers, committees, officials, or community organizations.
- Comfort using web-based registration systems, results platforms, spreadsheets, and digital communication tools.
- Ability to work independently while maintaining strong communication with staff and stakeholders.
- Valid driver's licence and willingness to travel within Saskatchewan as required.
- Availability to work some evenings and weekends during the curling season.

Assets

- Knowledge of curling, championship events, or the Saskatchewan curling community.
- Experience working in a non-profit sport organization.
- Experience with event logistics, competition draws, live scoring systems, or sport registration platforms.
- Familiarity with Safe Sport principles and volunteer-led event environments.

Why Join CURLSASK?

This is more than an event coordination role. It is an opportunity to help deliver meaningful championship experiences for athletes, coaches, officials, volunteers, host communities, and curling fans across Saskatchewan.

You will play an important role in supporting Saskatchewan's official sport and helping ensure CURLSASK events are organized, professional, welcoming, and memorable.

How to Apply

Please submit your resume and cover letter to curling@curlsask.ca with the subject line "**Event Coordinator.**"

Only candidates selected for an interview will be contacted.

Job posting closes July 31, 2026 at 11:59pm.

CURLSASK is committed to fostering an inclusive workplace and welcomes applications from individuals of all backgrounds, abilities, identities, and lived experiences.