



Job Title: Coordinator, Sport

Reports to: Director, Sport Operations

Location: Remote Alberta Based – Calgary or Edmonton preferred

Job Purpose:

Under the direction of the Director, Sport Operations, the Coordinator, Sport supports the efficient planning, administration, and delivery of Swim Alberta's sport-related programs and services. This position plays a key role in executing the logistical and operational components of athlete, coach, and competition initiatives, including camps, tour teams, and funding programs. The Coordinator, Sport is responsible for maintaining tracking data, coordinating travel and event logistics, managing administrative systems and databases, and supporting communication efforts across the sport team. By ensuring the smooth execution of operations, this role helps advance Swim Alberta's strategic priorities and supports a high standard of service to athletes, coaches, and clubs.

Key Responsibilities:

Under the direction of the Director, Sport Operations, the Coordinator will:

- Support the Director, Sport Operations in the administrative and financial processes for all sport-related activities in accordance with the operational procedures and guidelines of Swim Alberta
- Responsible for the data entry into the Technical Budget, including but not limited to expense receipts and claims
- Support the Director, Sport Operations in the day-to-day logistical requirements including but not limited to organizing and making arrangements for the annual coach planning meeting, debriefs, and team clothing requests/orders
- Under the guidance of the Director, Athlete Services & Coach Development, lead and manage the logistical planning and staging of Canada Games Tour Team
- Provide support to the Director, Athlete Services & Coach Development in the coordination of logistical planning for all Swim Alberta camps and initiatives including but not limited to facility bookings and travel arrangements
- Act as the main point of contact for the bookings of all camp and tour teams travel arrangements, including but not limited to facility bookings, flights, accommodations, and transportation
- Provide support to the Director, Competitions in the execution of Swim Alberta's funding programs, including but not limited to the development and publication of relevant results/ranking lists
- Assist the Director, Sport Operations, Director, Competitions, and Director, Athletes & Coach Development in grant reporting requirements
- Responsible for the entry of information and maintenance of databases including but not limited to the master calendar, results and finances



- Responsible for maintaining the Swim Alberta website and relevant updates as directed
- Support the Sport team in the development of team selection documents and materials, implementation of criteria, and respective communications
- Assist the Directors with MailChimp content for community newsletters and updates, including the distribution
- Provide administrative and logistical support to the Advisory and Working Groups as required
- Provide regular updates and/or reports to the Director, Sport Operations
- As requested, provide on-site logistical event support
- Other duties as required

Safe and Welcoming Environment:

- Foster a culture of inclusion and respect, ensuring that all programs and environments are safe and welcoming for swimmers, coaches, and other stakeholders.
- Promote and implement Swim Alberta's Safe Sport initiatives and policies, ensuring compliance with standards for athlete protection and wellbeing.

Working Conditions:

- Remote office-based, with occasional travel to Swim Alberta Edmonton office, events, training camps, and meetings.
- Some weekend and evening work may be required for events or high-priority meetings.

Qualifications:

- A post-secondary degree in business administration, sport management, or equivalent work experience
- 3-5 years of relevant business/sport administration related experience preferred
- A results-focused and self-managing person, with a high degree of resourcefulness, adaptability and flexibility to changing priorities and conditions
- Strong organization and attention to detail skills
- Excellent communication and interpersonal skills
- Proficient with MS office suite (Word, Excel, PowerPoint, Outlook)
- A passion for sport, with knowledge/involvement in sport at any level considered an asset
- Experience in travel and project coordination is preferred

Submission:

Please submit your resume and cover letter to Cathy Tong at ctong@swimalberta.ca.

This posting will remain open until a suitable candidate is found. Applications will be reviewed as they are received, and interviews will take place accordingly.

We thank all applicants for their interest but only those selected for an interview will be contacted.