



403.320.5412
info@lethbridgesportcouncil.ca
www.lethbridgesportcouncil.ca

We are hiring

Community Coordinator, Sport for All and Volunteer Management

ABOUT US:

Join us in celebrating diversity and fostering quality sport experiences as part of the Lethbridge Sport Council team. Founded in 2008, the Lethbridge Sport Council is a non-profit organization supported by the City of Lethbridge. Governed by a 15-member volunteer board of directors and managed by dedicated staff, we provide leadership for the enhancement and development of sport, sport organizations, and sport events in Lethbridge.

WORK SCHEDULE

This is a full-time 5-month term position. Some evening and weekend work may be necessary.

JOB DESCRIPTION

Reporting to the Executive Director, the Community Coordinator will continue the work of two completed research projects, focusing on community relations and event implementation for the remaining five months of the term. Your responsibility for the Sport for All project will be to uphold and expand upon our commitment to building a sustainable, coordinated network among community and sport organizations, ensuring inclusivity and accessibility regardless of race, ability, identity, or economic status. Your responsibility for the Volunteer Management project will be to promote and help maintain the Sport Volunteer Hub website, recruit volunteers, identify and promote sport volunteer opportunities, and continue to develop related resources for our organization members.

RESPONSIBILITIES

- Lead the projects' final phase by delivering and implementing strategic goals
- Strengthen relationships between local sport organizations and diverse community groups, including Indigenous, newcomer, LGBTQ2S+, people with disabilities, and women and girls.
- Facilitate collaborative projects, events, and programs that promote accessibility, diversity, equity, and inclusivity in sport participation.
- Foster the sharing of resources, expertise, and ideas among Lethbridge's sport, active recreation, and physical activity organizations to amplify their capacity and achieve common goals.
- Manage the remaining project budget effectively.
- Complete project reports for submission to project funders.

Our mission is to provide leadership and be a collective voice for sport. 



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- Represent Lethbridge Sport Council and its members on external committees and working groups.

WHO YOU ARE

The ideal candidate for this role:

- Has a degree in a related field or equivalent experience;
- Has been or is an athlete or has sport leadership experience, either volunteer or paid;
- Is passionate about sport and recreation and understands the benefits it brings to community and family health and well-being;
- Has proven experience in community relations, event coordination, and project management;
- Has strong interpersonal skills and ability to build and maintain relationships with diverse stakeholders.
- Has excellent communication skills, both written and verbal.
- Is self-motivated and results-driven, delivering on timelines and taking initiative.

TERM

ASAP to August 31, 2024 (Funded by the Government of Canada and the Government of Alberta)

HOURLY WAGE

\$22.50

HOW TO APPLY

If you are passionate about fostering an inclusive and accessible sport community, please submit a cover letter and resume to susan@lethbridgesportcouncil.ca. The job search will stay open until a suitable candidate is found.

Please note that only applicants selected for an interview will be contacted.

The Lethbridge Sport Council celebrates diversity and values the unique perspectives of all individuals. We are committed to providing equal opportunities for all individuals without discrimination based on their personal characteristics.



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