



403.320.5412
info@lethbridgesportcouncil.ca
www.lethbridgesportcouncil.ca

POSITION TITLE

Sport for All Community Coordinator

WORK SCHEDULE

This is a full-time 12-month term position, requiring 37.5 hours of work per week. The role includes four weeks of unpaid vacation. Some evening and weekend work may be necessary.

SCOPE OF WORK

Reporting to the Executive Director, the Sport for All Community Coordinator will develop and implement a plan to build a sustainable, coordinated network among community and sport organizations. The aim is to develop a welcoming pathway for sport participation regardless of race, ability, identity, or economic status. The Coordinator will ensure the community's voice is heard throughout the delivery of this project.

The Sport for All Community Coordinator will collaborate with the Lethbridge Sport Council team to ensure services are delivered efficiently and aligned. This role oversees sport-for-all related activities and programs. The Program and Event Coordinator oversees programs and services related to long-term athlete development and coach development. The Communication Manager oversees organization development, promotions, and communication.

Be part of building Lethbridge as an inclusive and accessible sport community that celebrates diversity and quality sport experiences. The Lethbridge Sport Council is a not-for-profit organization incorporated in 2008 as an independent body supported by the City of Lethbridge. The Sport Council is governed by a 15-member volunteer board of directors and managed by three full-time and one part-time staff dedicated to providing leadership for the enhancement and development of sport, sport organizations, and sport events in Lethbridge.

RESPONSIBILITIES

- Lead the project by delivering and implementing both strategic and short-term goals, defining objectives, and establishing key performance indicators to ensure the success of the project;
- Build relationships between local sport organizations and Indigenous, newcomer, LGBTQ2S+, people with a disability, and women and girls community groups to facilitate more accessible, diverse, equitable, and inclusive sport participation;
- Facilitate collaborative projects, events, and programs that involve multiple organizations and promote common goals;

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



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- Amplify the capacity of Lethbridge's sport, active recreation, and physical activity organizations by sharing resources, expertise, and ideas to achieve common goals;
- Collect data and use it to develop a narrative that highlights the role of sport, active recreation, and physical activity as means for promoting family and community well-being;
- Manage the project budget;
- 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 (or equivalent experience) in a sport, management or related field;
- Has two (2) years of work 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 community engagement knowledge and experience and can demonstrate the ability to formulate and make verbal presentations;
- Is self-motivated and results-driven, delivering on timelines and taking initiative.

TERM

June 1, 2023 to May 31, 2024 (Funded by the Government of Canada and the Alberta Culture)

SALARY

The salary range for this position is \$22.50 to \$25.00 per hour, plus a bonus at the completion of the term.

TO APPLY

Please submit a cover letter and resume to susan@lethbridgesportcouncil.ca by 12:00 P.M. on May 15, 2023.

*The successful candidate may be required to disclose COVID-19 Vaccination Status.

*Please note that only those applicants who are 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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