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Youth Sport Program Coordinator – Sport Calgary

Location: Calgary, AB (In-office)

Wage: \$20/hr • Hours: 36/week

Job Type: Temporary summer position (2026), contingent on grant funding

About Sport Calgary

Sport Calgary supports and promotes community sport across the city by helping individuals, teams, and organizations learn, grow, and thrive. The role offers hands-on experience working with volunteers, administrators, and various sport organizations.

Role Overview

Working with the Membership and Events Coordinator & Community Liaison, the Youth Program Coordinator supports planning and delivering All Sport One Day and All Sport One Community—programs that provide free and accessible sport opportunities for kids and underserved communities across Calgary.

Summary

The Youth Sport Program Coordinator is a temporary summer role responsible for supporting the planning and delivery of All Sport One Day and All Sport One Community, including event coordination, volunteer management, outreach, and on-site program execution.

Key Responsibilities

- Prepare and organize event plans in consultation with facilities and sport groups.
- Participate in ideation, planning, and execution of outreach initiatives to promote All Sport One Day and All Sport One Community.
- Recruit, coordinate, and train event volunteers.
- Build-out event schedules for internal tracking, online registration platform and Sport Calgary website.
- Assist with set-up of online registration platform and managing participant registrations.
- Run All Sport One Day/All Sport One Community programming on-site on event days
- Evaluate program outcomes and prepare post-event reports using registration and survey data.
- Manage inventory of promotional items and prepare event signage.

Ensuring Calgary thrives through sport for everyone!

- Liaise with external partners and vendors to order event materials, office supplies, and marketing assets.
- Manage event table/promo booth at various community events.
- Assist with other tasks as required.

Job Requirements

- Candidates **must**;
 - be between 15 and 30 years of age at the beginning of the employment period.
 - Must be a Canadian citizen, permanent resident, or protected person, with a valid SIN and legal entitlement to work in Canada for the full employment period.
- Passion for sport.
- Currently enrolled in, or recently completed, a degree or diploma in Recreation and Leisure Studies, Sport Management, Business Administration, Event Management, or a related field.
- Good interpersonal skills with the ability to work within a small team.
- Excellent computer skills are required, must be proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Fast learner who can become proficient in event, membership, and website management platforms.
- Attention to detail and ability to think critically are extremely important to success in this role.
- Strong professional writing and verbal communication skills, with the ability to communicate clearly with member organizations, participants, parents, volunteers, and event partners across phone, email, and in-person interactions.
- Some evening and weekend hours will be required. (Sport Calgary has a lieu-time policy). Time-off cannot be taken the weeks of June 15 and August 12.
- Understanding and knowledge of community sport in Calgary is an asset.
- Past office experience and past customer service experience are assets.

Important Dates

June 20 and August 15 are mandatory workdays (no vacation permitted).

How to Apply

Send **Resume and Cover** letter to admin@sportcalgary.ca by **March 22, 2026**.