



2288 47 Ave S.W.
Calgary, Alberta
T2T 6J9

Phone: 403 242-8191
E-mail: info@garrisoncurling.com
Website: www.garrisoncurling.com

Garrison Curling Club

Program Coordinator

The Garrison Curling Club is now accepting applications for an Office Assistant/Program Coordinator position. The Garrison is a busy 6 sheet facility located in the southeast of Calgary. We have over 1000 members and the season runs from late September to the end of April. We have curling seven days a week,

Reporting to the general Manager the office assistant will help ensure the efficient operations of the office. The office assistant hours will include some evenings and weekends.

The successful candidate will maintain a positive relationship with the other staff members, club members, visitors and the general public.

The Program Coordinator will perform a wide range of duties including the following.

Organize and Coordinate the Junior Program, Learn to Curls, Corporate Groups, Lessons and Bonspiels

- Promotions of Programs
- Recruitment of Coaches and Volunteers
- Liaison with Manager for Scheduling.

Provide administrative support to the club, members and guests

- Book practice ice, interacting with club members and guests
- Answer phone and email inquiry
- Maintain and review the ice booking schedule with the General Manager
- Make sure members database is up to date

Manage rentals, events, and functions

- Communicate with prospective clients, interested in renting the curling rink or lounge
- Manage logistics involved in renting the curling rink or lounge
- Arrange for instructors for rental groups and Learn to curls.



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- Work with bookkeeper to make sure all invoices are correct and sent out

Manage Social Media

- Maintain Facebook and twitter
- Make sure the website is up to date

Other General Duties

- Build and maintain a good rapport with clubs members
- Respond promptly to member inquiries, consulting the General Manager as required.

Qualifications & Education

- High School Diploma
- Post-Secondary Education in Business, office management, or Sports recreation is an asset
- Club Coach or Competition Coach certification
- Standard First Aid or willing to obtain it

Salary: Competitive Salary based on experience.

Send resume and cover letter to lee@garrisoncurling.com.

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