



Program & Event Coordinator

The Lake Bonavista Community Association (LBCA) is a non-profit organization registered under the Societies Act of Alberta, governed by a volunteer Board of Directors and managed and operated by staff and volunteers. The LBCA recreation facility includes two sheets of ice, gymnasium, fitness studio, multi-purpose rooms and other office spaces.

Position Summary This position is responsible for the successful execution of various year-round program and events for the Lake Bonavista Community Association which includes providing excellent customer service while arranging all aspects of program and events including marketing.

Programs and Events Coordinator:

- ☐ Organize community programs and events for the recreation centre as approved by GM. This includes planning, scheduling, advertising, hiring instructors, monitoring registration and overseeing program implementation
- ☐ Organize and coordinate with office staff the online registration for related programs and events
- ☐ Prepare and oversight of program and event budgets. Cross referenced to global operating budget
- ☐ Maintain the online registration and process related program registrations to Active Net
- ☐ Manage communication and marketing streams for LBCA including current updates to website, Facebook, Twitter, newsletter, media tv, email,
- ☐ Organize mail outs including hard copies and emails for special events, program registrations and general community information
- ☐ Support direct marketing efforts and dispersing of promotional materials
- ☐ Provides customer service to members including answering and responding to emails, phone calls and general inquiries
- ☐ Interacts with sponsors, donors and advertisers at LBCA as required
- ☐ Approval and coding of related invoices with final GM approval
- ☐ Generate event summaries, checklists and event attendance report
- ☐ Cross train and support Facilities Coordinator position as required.
- ☐ Compile and submit Association articles for monthly newsletter (Bugle) including editing final draft
- ☐ Occasional work on evenings and weekends
- ☐ Perform other duties as required

Hockey program Assistant:

- ☐ Set up registration for all hockey camps (Into to Timbits, Summer camp, Bantam Conditioning, Summer Goalie camp, 3x3 hockey)
- ☐ Prepare and send notifications for all hockey camp participants
- ☐ Assign ice for Christmas Cruncher, pre-seeding rounds, regular hockey, practice ice for regular season, home games with Minor hockey, and all hockey camps.
- ☐ Enter & update ice times in Hockey Calgary Scheduler App
- ☐ Collaborates with Facility Coordinator on all assigned ice for scheduling
- ☐ Distribute team photos
- ☐ Order and distribute jerseys for 3x3 hockey
- ☐ Ongoing communication with Hockey Council Registrar re: policies, procedures, budgets etc.

Qualifications:

Administrative and organizational skills
Event and program certificate an asset
Excellent communication and customer service skills
Experience with Microsoft office programs
Experience with Class, Active Net registration program
Experience working with children in a learning environment or sport setting
Human Resources experience with hiring and staff management
Acute level of confidentiality, diplomacy and discretion

Reports to: General Manager of **Lake Bonavista Community Association**

Type: This position is a full time position, M-F (9am-4pm)

Email resumes – info@lakebonavistacommunity.com. Deadline date Feb 28/2019. No Phone calls please.

Lake Bonavista Community Association
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