



PROGRAM COORDINATION

Position: Program Coordinator, Alberta Snowboarding Association

Reports to: Director, Sport & Events

Employment Period(s): Contract role from November 1, 2025 – March 31, 2026 – exact days/periods of employment, TBC.

PRIMARY PURPOSE:

The Program Coordinator's primary role is to organise and oversee the various Alberta Snowboard's athletic programming and events (on and off snow) within the 2025-2026 season.

Reporting to the Director of Sport and Events, the program coordinator, will manage (with support from the Director) all logistical, administrative and reporting requirements for the following programs;

- Little Riders in school programming
- Elleboard programming
- Alberta series competitions and events
- Integration with major events (WC & JWC)

The goal of the position is to ensure that all programming meets and exceeds organisational excellence expectations and ensures that Alberta's snowboard community is provided opportunities with lasting impact.

The position requires strong organisational skills, a collaborative approach and a high standard of excellence in relationship building with multiple stakeholders.

KEY RESPONSIBILITIES:

Little Riders:

- Work with the various school boards within the province to educate and schedule Little Rider opportunities for K-2 classrooms.
- Recruit and provide leadership to volunteers and athletes to support the in-school program.
- Review, adapt and update (as applicable) lesson plans for the program.
- Execute in conjunction with volunteers the program in schools.
- Work with ASA partners/sponsors to ensure contractual requirements are upheld

Elleboard:

- Work with various resort partners to provide Elleboard opportunities.
- Execute Elleboard workshops and programs on and off snow as annual calendaring permits.
- Work with the major events team to integrate Elleboard opportunities (on and off snow).



- Work with ASA partners/sponsors to ensure contractual requirements are upheld.

Alberta Series:

- Work in collaboration with Director Sport & Events to calendar season events.
- Coordinate with resort/hosting club logistical / equipment needs for hosting.
- Support with volunteer/officials/judge recruitment and education needs.
- Support in management of results, reporting and event hosting needs.
- Work with ASA partners/sponsors to ensure contractual requirements are upheld

Major Events (WC & JWC):

- Support in activities outside the field of play to ensure a smooth and efficient pre-event planning and onsite event execution, duties may include:
 - International team registration and communication
 - Coordinating team event packages inc. registration information, lift passes, accreditation etc.
 - Support in volunteer and officials' logistics inc. scheduling

QUALIFICATIONS:

Knowledge & Skills

- Ability to plan design, implement and manage programs.
- Consultative, facilitation and decision-making skills.
- Demonstrates a passion and enthusiasm for the sport.
- Ability to snowboard (or ski) to access various event terrain
- Ability to work flexible hours, outdoors in winter conditions
- Knowledge of the Canadian Sport System.

Experience

- Minimum 2-years' experience in program or event management (sport preferred)
- Minimum 2-years' experience in coaching/instructing youth

Education

- CASI level 2 or Comp Intro certified OR working towards the above or higher certification
- Other education combined with a sport management experience will also be considered

Interested candidates, please send your cover letter and resume to

aavoleado@albertasnowboarding.com.

This positing will remain open until a suitable candidate is found. Applications will be reviewed as they are received, and interviews will take place accordingly.