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Percy Page Centre, 2nd floor 11759 Groat Road
Edmonton, Alberta T5M 3K6

Summer Basketball Programs Coordinator (Summer Student)

Organization: Alberta Basketball

Position Type: Full-time, Temporary (Summer 2025)

Funding: Canada Summer Jobs Program

About Alberta Basketball:

Alberta Basketball is the provincial sport organization dedicated to developing and promoting basketball throughout Alberta. We organize competitions, training camps, and community programs that foster player development, coach education, and a lifelong love for the game.

Position Overview:

The Summer Basketball Programs Coordinator is a seasonal role designed to support the successful planning and execution of summer programs and initiatives for the Alberta Basketball Association. This position contributes to promoting basketball development and community engagement across the province, ensuring that projects are delivered efficiently and effectively. The role emphasizes in-person, frontline program delivery in our programs as well as administrative support.

Key Responsibilities:

- Assist with the coordination and delivery of summer basketball programs, leagues, and events, ensuring alignment with organizational goals
- Support program logistics, including scheduling, participant registration, and resource management
- Communicate with participants, coaches, and volunteers to provide information, address inquiries, and maintain excellent service standards
- Assist in the creation and distribution of program materials, schedules, and promotional content
- Monitor project progress and provide regular updates to supervisors, ensuring timely completion of tasks
- Collaborate with staff and volunteers to foster a positive and inclusive environment during events and programs
- Perform other administrative tasks as required to support summer operations

Qualifications:

- Must meet Canada Summer Jobs eligibility requirements (15-30 years of age)
- Current post-secondary student returning to studies in Fall 2025
- Knowledge of and passion for basketball, including playing experience
- Strong organizational and time-management skills with attention to detail
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team in a fast-paced environment
- Experience in program coordination, or working with youth in a sports setting is an asset
- Availability to work flexible hours, including evenings and weekends, as required
- Access to reliable transportation
- Successful completion of a criminal record check required
- Completion of safe sport training required

Assets:

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- Previous experience with basketball programming
 - Coaching and/or playing experience is an asset
 - First aid certification is an asset

Benefits:

- Hands-on experience in sports administration, and program management and delivery
- Networking opportunities within the provincial basketball community
- Professional development in project management, communication, and media skills
- Competitive hourly wage (as per Canada Summer Jobs guidelines)
- Flexible schedule

Duration: 8-12 weeks, with approximately 37.5 hours per week, between May and August 2025

Wage: \$15.00 per hour

How to Apply:

Please submit your resume and cover letter outlining your interest in the position to: careers@albertabasketball.ca with the subject line "Basketball Summer Programs Coordinator Application" by midnight on **May 9, 2025**

Alberta Basketball is an equal opportunity employer committed to building an inclusive workforce that reflects the diversity of the communities we serve. We encourage applications from youth who face barriers to employment, including visible minorities, Indigenous peoples, persons with disabilities, and newcomers to Canada.

This position is contingent upon approval of funding from the Canada Summer Jobs program.