
Description

We are seeking a Club Development Coordinator to join our team to play a key role in the delivery and execution of Curling Ontario's club development programs and services.

Organization

The Ontario Curling Association (Curling Ontario) is a non-profit organization guided by a dedicated volunteer Board of Directors. Curling Ontario is the provincial sport organization (PSO) governing amateur curling in Ontario with more than 220 member curling facilities serving approximately 85,000 curlers. As a unified organization formed through the merger of three associations, we now operate over 30 provincial championships and support curlers, teams, and member facilities through comprehensive recreational and competitive programming. We are committed to creating safe and welcoming curling environments and embrace diversity, inclusion, equity, and accessibility in all of our operations.

Job Overview

This position is integral to the successful delivery of club development initiatives, leading the coordination and execution of programs and services that strengthen clubs, enhance member experiences, and support sustainable growth across the province.

Working directly with the Senior Manager - Club Development, this role will coordinate day-to-day program delivery, support engagement with member clubs, and ensure that resources, tools, and services are delivered effectively and consistently. The Coordinator serves as an important connection point between the organization and its member clubs, helping to ensure programs are responsive, accessible, and aligned with club needs.

1. Position Title

Club Development Coordinator

2. Reporting Structure

The Club Development Coordinator reports to the Senior Manager - Club Development .

3. Responsibilities

Responsibilities shall include, but not be limited to the following:

Program Implementation & Delivery

- Lead the coordination and execution of club development programs, services, and initiatives
- Support the rollout of programs, including scheduling, logistics, communications, and tracking participation
- Ensure consistent delivery of programs across all regions in alignment with organizational standards
- Maintain program resources, toolkits, and materials to support club success

Club Engagement & Support

- Act as a primary point of contact for member clubs on program-related inquiries
- Support club outreach efforts, including onboarding, program promotion, and follow-up
- Assist in gathering feedback from clubs to inform continuous improvement of programs and services
- Contribute to strengthening relationships with clubs through responsive and service-oriented communication

Administration & Coordination

- Manage program registration processes, databases, and tracking systems
- Monitor participation metrics and assist in preparing reports on program outcomes and impact
- Support budget tracking and administrative processes related to program delivery
- Execute Curling Ontario's lottery program

Communications & Resources

- Assist in the development and distribution of communications related to club programs and services

- Ensure clubs are aware of available resources, funding opportunities, and development supports
- Support the creation and maintenance of digital resources, guides, and tools for clubs

Collaboration & Organizational Support

- Work collaboratively with other staff to align club development programming with broader organizational priorities and the strategic plan of the organization
- Support cross-functional initiatives where club engagement and program delivery are required
- Contribute to a positive, collaborative team environment focused on service excellence

4. Core Competencies

- Execution & Organization: Delivers high-quality work with strong attention to detail and follow-through
- Service Orientation: Demonstrates a proactive, solutions-focused approach to supporting clubs
- Communication: Communicates clearly, professionally, and effectively with a variety of stakeholders
- Collaboration: Works effectively within a team environment and across functions
- Adaptability: Responds positively to changing priorities and evolving program needs

5. Qualifications and Experience

- Post-secondary education in sport management, business administration, recreation, or a related field
- 1–5 years of experience in program coordination, administration, or sport/club operations
- Experience working or volunteering within a club-based sport system is considered an asset
- Strong organizational and time management skills with attention to detail

- Excellent interpersonal and communication skills with a customer-service mindset
- Ability to manage multiple priorities and work both independently and collaboratively

6. We're Offering:

- Full-time position
- Preference for Northern Ontario applicants
- Remote working environment from anywhere within Ontario. Some in person meetings may be required throughout the year (staff retreats, AGM, occasional in person meetings).
- Competitive compensation package based on education/experience includes employee benefits (Medical/Dental/Extended Health)
- Positive work environment with opportunity for personal and professional development

If you're interested in joining our team, submit your resume and cover letter to hiring@curlingontario.ca by 5:00 pm eastern time on May 11, 2026.

Only those applicants selected for an interview will be contacted.

Come as you are. You are welcome here! Curling Ontario is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities). Accommodations are available upon request for all persons with disabilities taking part in the selection process.