



1800 8th Ave, Canmore, AB
403-678-4466
admin@canmoregymnastics.com

Club Coordinator

Canmore Illusions Gymnastics Club - Canmore, Alberta

Salary: 46,800 per year

Hours: Part time, 25hrs/week, hybrid

Term: October 15, 2026 to October 15, 2027 (maternity leave position)

Reports to: Board of Directors, Canmore Illusions Gymnastics Club

Canmore Illusions Gymnastics Club (CIGC) is looking for an organized, experienced, and enthusiastic Club Coordinator to play a key role in the continued success and growth of our club.

This is an exciting opportunity to become an integral part of a vibrant community-sport organization where your ideas, initiative, and experience can make a real impact. The Club Coordinator is at the heart of the club's day-to-day operations, helping bring together athletes, families, coaches, volunteers, the Board of Directors, and community partners.

The Club Coordinator will help drive our marketing and advertising strategy, fundraising initiatives, club communications and community engagement. No two days will look exactly the same, making this an ideal position for someone who enjoys variety, takes initiative, and thrives in a dynamic environment.

Key Responsibilities

- Maintain and build on CIGC's existing social media strategy
- Develop creative, effective seasonal marketing and advertising campaigns that promote club programs and initiatives
- Facilitate effective communication between club staff and the Board of Directors by attending staff and Board meetings, providing regular updates, and ensuring key information and priorities are communicated
- General communication with membership
- Maintain relationships with all corporate sponsors and partners
- HR support for Office Manager
- Oversee fundraising planning and implementation according annual operating budget and annual fundraising calendar
- Seek out and build relationships with local businesses, developing sponsorship opportunities that increase community support
- Event support for all CIGC Club Events
- Program planning hours together with Program Directors

Qualifications & Experience

- Post Secondary Education in Business Administration, Fundraising, Non Profit Leadership, Sport and Recreation or a related field
- Experience managing social media and creating digital content
- Proven experience developing and leading diverse fundraising initiatives, including grant applications, corporate sponsorships, and creative fundraising campaigns that generate support and engagement.
- Demonstrate a genuine passion for youth sport, and community development
- Website development experience is considered an asset

Benefits

- 3 weeks vacation, paid sick and personal days
- Medical and Dental Insurance Coverage

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their relevant experience, education and interest in the position.

Application deadline:

Start date: October 15, 2026

Applications can be submitted to: ambra@canmoregymnastics.com

Canmore Illusions Gymnastics Club thanks all applicants for their interest. Only those selected for an interview will be contacted