

Alberta Golf

Alberta Golf is the provincial governing body of golf in Alberta, a non-for-profit organization comprised of more than 65,000 members. Alberta Golf works collaboratively with Golf Canada to grow participation, support player development, and deliver championships while preserving the integrity of the game across the province.

Position: **Volunteer Coordinator**

Type of position: 4-month contract (May 1 to August 31)

Hours of Work: 35-40 hours per week, Monday to Friday, with early mornings and weekends as required during event weeks.

Location of Work: Access to office within office hours (8:30am – 4:30pm).
Along with travel requirements throughout the province, coordinated using Alberta Golf vehicles.

Job Description:

Alberta Golf is seeking a **Volunteer Coordinator** to facilitate overall Volunteer participation and management. This role plays a key part in ensuring our volunteers are informed, supported, and prepared, contributing directly to the successful execution of events within our Association. In the early season, this position also supports volunteer onboarding and compliance requirements.

Key Responsibilities:

- Support volunteer communication, scheduling, and training preparation.
- Coordinate volunteer onboarding and early-season administrative requirements, including tracking required certifications and documentation (e.g., Safe Sport, Respect in Sport, police checks).
- Assist with organizing volunteer materials and on-site logistics.
- Provide on-site support to volunteers to ensure a positive and professional experience.

- Assist with event setup and takedown, including tents, signage, and office equipment.
- Assist with collecting feedback to support continuous improvement.

Qualifications:

- Strong work ethic, reliability, and a team-first attitude in a fast-paced event environment.
- Current post-secondary student or completed degree in Human Resources, Public Relations, or a related field is an asset.
- Professional verbal and written communication skills with a calm and confident presence.
- Comfortable delivering presentations and training sessions.
- Comfortable performing physical work outdoors, including lifting up to 50 lbs.
- Valid driver's license and ability to travel throughout the province.
- Proficiency in Microsoft Office and general comfort with technology.
- Golf knowledge or tournament experience is an asset.

Compensation:

\$3,300 per month, plus travel & meal expenses. Clothing allowance of \$300 provided.

Reports to:

Manager, Membership Programs & Administration

Deadline for Applications:

February 9, 2026

Please send resumes to:

Lorie Ham, Manager,
Membership Programs &
Administration,
Lorie@albertagolf.org

We thank all applicants for their interest, however only qualified candidates selected for an interview will be contacted.