



KidSport Edmonton Job Description Program Coordinator

KidSport Edmonton (KSE) is a local non-profit-organization that manages a fee assistance program called KidSport's Grant Program subsidizing sport registration fees for kids who come from families that face financial hardship.

Role Overview

You will serve as an essential member of the KSE Team through co-coordinating KidSport's Grant Program. Externally communicating, connecting with and supporting KidSport families & Sport Club Partners, as well as internally looking after the administrative tasks associated while supporting outreach initiatives.

Role Information

- Start Date: January 19, 2026
- Job Title: Program Coordinator
- Position Type: Full-time Employee
- Location: Home & Office (Percy Page Centre)
- Hours: 37.5 hours per week
- Pay: \$25 per hour (paid salary bi-weekly)
- Benefits: Health Benefits, 2 weeks paid vacation, free parking, laptop plus other necessary technology, flexible work schedule, \$25 monthly cell phone subsidy, and \$150 annually for professional development

Accountability, Reporting & Evaluation

- This position is accountable and reports in a consistent manner to the Program Manager
- This position is evaluated by the Executive Director on an annual basis, if the role is extended

Responsibilities

Program Delivery (80%)

- Responsible for receiving and processing online applications
- Review online applications and input data from the application into the Program Database
- Follow up with online applications, connecting with KSE families and Sport Club Partners
- Communicate the status of online applications with KSE families and Sport Club Partners
- Refer KSE families that applied via online application, to Sport Central for equipment
- Support Program Coordinator with paper applications, if directed by Program Manager
- Main Program Coordinator responsible for phone communications that helps KidSport Families and Sport Club Partners including answering the phone, and listening to and returning voicemails
- Main Program Coordinator responsible for online communications with KidSport Families and Sport Clubs including responding to inquiries, sorting emails into appropriate Gmail folders for colleagues, saving application documents into the system, and storing testimonials.
- Responsible for keeping the Program Team Communications Log updated

Outreach Delivery (20%)

- Work with Program Team to determine content for emails to Sport Club Partners and send throughout the year with updates and important information
- Through working with the Events and Communications Manager, when Program Manager approves, facilitate community outreach through promotional booths and educational/informational presentations
- Facilitate Experience Give Away requests
- Adhoc, through working with the Events and Communications Manager, when Program Manager approves, support third party events

General

- Monitor Outlook inbox
- Provide a high level of customer service with community members
- Constant, professional, communication with others supporting KidSport's Grant Program
- Gather client feedback to inform procedures
- Understand the budget and direct impact for your role i.e., monthly spend and donors connected to funds
- Look for ways to improve the system, processes and delivery of KidSport's Grant Program, updating the Program Team Manuals as needed
- Support colleagues with tasks, when requested by Program Manager
- When support is provided by a colleague or volunteer, provide direction and support them



So **ALL** Kids Can Play!

Qualifications

- Minimum three (3) years' experience in a non-profit administrative role
- Preferred: Experience with Microsoft 365, Google, and experience with outreach
- General Qualifications:
 - o Passion for KidSport Edmonton's mission
 - o Willingness to learn and continue education for best practices within the role
 - o Excellent written and verbal communication skills
 - o Experience with database and excel spreadsheet maintenance
 - o Excellent attention to detail with strong administrative and organizational skills
 - o Ability to build and maintain relationships with diverse groups
 - o Self-starter that can work independently in a fast-paced, deadline-driven environment
 - o Ability to stay motivated to work in a hybrid style environment
 - o Current and clear Police Check
- Considered Assets:
 - o College degree in a related field
 - o Strong passion for sport and physical activity with an understanding of the local minor sport system
 - o Understanding of issues/opportunities regarding participation of under-served populations in sport

**To apply for this job, please submit cover letter and resume by November 21, 2025, by email to Executive Director, Dayna Josdal at dayna@kidsportedmonton.com
Thank you, only those selected for an interview will receive communication from KSE**