



Calgary Flames Sports Bank  
3557 52<sup>nd</sup> St SE  
Calgary, Alberta T2B 3R3

## Position Title – Summer Operations Assistant

**Term:** May 5<sup>th</sup> - August 30<sup>th</sup>, 2025; 37.5 hrs/week; daytime/evenings & weekends as required (*negotiable*)

**Location:** Erin Woods SE, Calgary AB

**Reporting:** Manager, Outreach and Operations

**Compensation:** \$17 per hour, based on a 37.5-hour work week

### About the Calgary Flames Sports Bank:

The Calgary Flames Sports Bank is a charitable organization that was founded in August 2014 to provide new and gently used sports equipment to kids from low-income families throughout Southern Alberta, free of charge. One of the largest barriers to youth sport participation is the cost to play. Operating alongside KidSport Calgary & Area, we are proud to support thousands of local, low-income, kids with access to sport in our community.

### Job Description:

The Summer Operations Assistant will play a key role in supporting the mission of the organization. This role will be primarily assisting with operations and community outreach. The ideal candidate is someone who understands the positive benefits learned from sport and is passionate about helping get more kids off the sidelines and into the game!

### Job Specifics:

#### Operations

- Assist in outfitting children with sports equipment for their respective sports
- Assist the Operations Coordinator with warehouse management, including sorting, sanitizing, inventorying, & organization of donated equipment
- Work closely with the Operations Coordinator on appointment bookings and scheduling
- Assist with data collection and database management

#### Community Outreach

- Support and attend community outreach and fundraising events throughout the summer
- Assist with management and upkeep of the outreach database

### Requirements:

- Knowledge and interest in sports
- Current Calgary Police Background Check
- Proficient with Microsoft Office, Microsoft 365, data entry
- Excellent attention to detail
- Understanding and empathy for the diverse set of families we support
- Patience with clients that often speak English as their second language
- Ability to work independently and in a team environment
- Applicant must be a Canadian citizen or permanent resident and be between the ages of 18-30 as per the guidelines set by the Canada Summer Jobs Grant.

Interested individuals should apply via email with a cover letter and resume to Lisa Parham at [lisap@kidsportcalgary.ca](mailto:lisap@kidsportcalgary.ca). Deadline to apply is Friday, April 25<sup>th</sup>, 2025, at 12pm MT