



Summer Director Position

General Description:

- The Summer Director reports directly to the Sailing Director and the ASA Board of Directors.
- The Summer Director shall endeavor to attend all Board meetings and give a monthly update of the business of the Association.
- The Summer Director shall provide administrative support for all activities and programs of the Alberta Sailing Association.

Financial duties:

- Keep accurate banking records
- Administrate online payments
- Make deposits when required
- Ensure regular invoicing and collection of outstanding monies
- Membership invoicing to Clubs and transfer of funds to Sail Canada
- Ordering materials from Sail Canada and selling materials to member clubs if needed

Administrative duties:

- Answer all incoming calls and emails
- Respond to all inquiries regarding programs, training and sailing
- Regularly communicate with all Clubs
- Send out materials as required
- Update webpage and sailing calendar
- Update instructor/coach/official certifications and prerequisites on the Sail Canada database as required
- Update the NCCP locker on a regular basis
- Enter/update Club members into Sail Canada database
- Facilitate proper insurance coverage/renewal for all equipment
- Organize volunteer roster for casino
- Search for applicable grants on a regular basis
- Assure all staff have proper records in place (Police check, drivers license abstract)
- Keep accurate payroll and payroll remittance records

To qualify for this role, you should have the following prerequisites:

- Strong relationship building and management skills
- Design and implementation of effective programs
- Active involvement in amateur sports and/or fund raising/sponsorship
- Excellent communication skills (verbal and written)
- Be a full-time student in a recognized post-secondary education degree, diploma or certificate

Ultimately, we are looking to hire someone studying sports-management to help us update the way our association operates.

Please feel free to contact Lauri Kalkkinen, Alberta Sailing Association Sailing Director (info@albertasailing.com) or (403) 618 2393

This position is to be funded by a Canadian Summer Jobs Grant and there is a possibility to fulfill practicum requirements for your program during the University term, with approval from your academic institution.

