

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: **Competition Coordinator**

Type of position: 4-month seasonal 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 an individual to support competitions and qualifying events throughout the province. This role assists the competitions staff with event preparation, on-site operations, and competition administration, contributing to the successful delivery of Alberta Golf competitions.

Key Responsibilities:

- Assist with preparing, organizing, and transporting competition equipment and supplies.
- Event setup and takedown, including tents, signage, office equipment, etc.
- Advanced competition preparation (printing, organizing, and distributing competition materials).
- Support scoring processes and on-site administrative tasks.
- Assist with general event logistics and operational support as required.

Qualifications:

- Strong attention to detail, reliability, and a team-first attitude in a fast-paced event environment.
- Ability to multitask and problem-solve on site.
- Comfortable performing physical work outdoors, including lifting up to 50 lbs.
- Valid driver's license and ability to travel throughout the province.
- Professional verbal and written communication skills with a calm, but confident presence.
- Proficiency in Microsoft Office and general comfort with technology.
- Golf knowledge or prior tournament experience is an asset.

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

Reports to: Manager, Competitions & Junior Golf

Deadline for Applications: February 9, 2026

To apply, please send resumes via email to:

Mackenzie Baustad
Manager, Competitions & Junior Golf
Mackenzie@albertagolf.org

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