



Organization: Comrie's Sports Equipment Bank		
Location: Calgary, Alberta		
Job Title: Operations Coordinator		
Posting Date: July 26, 2019		
Closing Date: August 6, 2019		
Hours: 40 hours per week	Type of Position: Full time	Salary Level/Grade:
About Comrie's Sports Equipment Bank: Comrie's Sports Equipment Bank is a volunteer based charity founded in August 2014 to provide no cost, gently used equipment to qualified children (18 and under) from low income families. We accept donated, gently used equipment from the community, it is then cleaned, inventoried and readied for provision to qualified children. Our service area includes all of Southern Alberta, with our office and distribution centre being located in Calgary.		
Overview of the Position: This position will involve managing inventory, organizing and maintaining the shop, supporting qualified kids through the outfitting process and working directly with the rest of the team and volunteers to grow the reach and impact of Comrie's Sports Equipment Bank.		
Job Description & Responsibilities: Inventory Management <ul style="list-style-type: none"> Receiving, sanitizing, sorting and inventory equipment as it is donated Organize volunteer pick-ups of outside equipment donation drop off locations, as required Move, transfer and maintain equipment in the warehouse, as required Track and inventory equipment donations on an ongoing basis Use inventory data to provide Executive Director and board with key information on trends and needs of the equipment required Daily shop organization ensuring the shop is a clean and safe environment for staff and volunteers to execute their daily duties Volunteer Coordination <ul style="list-style-type: none"> Recruit qualified volunteers to support inventory management and outfitting schedules Work directly with volunteers in moving, transporting and organizing inventory Support Client Services Coordinator in scheduling and training volunteers, as needed Support the production of volunteer manuals and policies, as required Schedule volunteer shifts in the office to support inventory management General Administration <ul style="list-style-type: none"> Understand the appointment booking process to support the Program Coordinator, as required Understand the qualification process to support the Program Coordinator, as required Support the service of agencies and clients as a front-line part of the team Support the Board of Directors and committees as required 		
Supervision/Reporting <ul style="list-style-type: none"> This position will report to the Executive Director. 		

**Scheduling and Scope:**

- This position will require a flexible schedule. Regular office hours include Mon-Fri 9am-5pm, and Sat 10am-3pm. Evening and Saturday hours are required with this position. Regular scheduling will be done in consultation with the Executive Director.

Qualifications:**Knowledge/work experience requirements:**

- Strong organizational skills
- Knowledge of warehouse and inventory management including inventory reporting
- Understanding of the issues and opportunities regarding the participation of underserved populations in sport and physical activity would be considered an asset
- Background in sport or general understanding of the equipment needs of various sports

Personal qualifications & attributes:

- Excellent attention to detail
- Positive attitude
- Works well on their own and in a small team environment
- Ability to execute within a physically engaging role
- Strong passion for sport and physical activity

Education & Training:

- 1-2 years of valid work experience
- Valid Class 5 Alberta Driver's License required

Application Deadline: 5pm MST, August 6th, 2019.

Please submit cover letter and resume to admin@comriessports.org

Subject line: 2019-08 Operations Coordinator

Comrie's Sports Equipment Bank would like to thank all applicants, however, only those selected for an interview will be contacted.



Organization: Comrie's Sports Equipment Bank		
Location: Calgary, Alberta		
Job Title: Client Services Coordinator		
Posting Date: July 26, 2019		
Closing Date: Aug 6, 2019		
Hours: 30 – 40hrs (Negotiable)	Type of Position: ¾ Time - Full Time (Negotiable)	Salary Level/Grade:
About Comrie's Sports Equipment Bank: Comrie's Sports Equipment Bank is a volunteer based charity founded in August 2014 to provide no cost, gently used equipment to qualified children (18 and under) from low income families. We accept donated, gently used equipment from the community, it is then cleaned, inventoried and readied for provision to qualified children. Our service area includes all of Southern Alberta, with our office and distribution centre being located in Calgary.		
Overview of the Position: This position will support the Executive Director with implementing the policies of the Board of Directors in fulfilling the organization's mandate. The Client Services Coordinator will work directly with children, their families, social agencies, volunteers, sport partners and staff to ensure children of qualified families can access the equipment they need to participate in sport. This position will gain a wide range of experience in all facets of our business as the lead resource supporting staff and volunteers.		
Job Description & Responsibilities: <ul style="list-style-type: none"> • Application Administration <ul style="list-style-type: none"> ○ Receive, evaluate and communicate with families the application process and household income requirements ○ Receive and process family requests for appointments from authorized outside agencies ○ Maintain an accurate and up to date database ○ Provide monthly updates on applications received and appointments processed ○ Provide a high level of customer service to the applicants ○ Communicate with authorized outside agencies on process and status as required ○ Ability to size and outfit qualified kids as per the appointment scheduled • Equipment Donations and Inventory <ul style="list-style-type: none"> ○ Understand and assist with the receive, sanitize, sort and inventory of equipment process ○ Support, moving, transferring and maintaining equipment in the warehouse as required ○ Set up third party partnerships to secure more donations on an as needed basis • Volunteers <ul style="list-style-type: none"> ○ Be able to interview, screen, train and interact with the volunteers on a regular basis ○ Support the implementation of volunteer manuals and policies as required ○ Schedule volunteer shifts in the office and for outside events • General Administration <ul style="list-style-type: none"> ○ Support the Executive Director as the lead person in the office when they are not present ○ Support the Board of Directors and committees as required 		
Supervision/Reporting <ul style="list-style-type: none"> • This position will report to the Executive Director. 		

**Scheduling and Scope:**

- This position will require a flexible schedule. Regular office hours include Mon-Fri 9am-5pm, and Sat 10am-3pm. Evening and Saturday hours are required with this position. Regular scheduling will be done in consultation with the Executive Director.

Qualifications:

- **Knowledge/Work Experience Requirements;**
 - Strong administrative and organizational skills required
 - Strong verbal and written communication skills required
 - Strong data management/computer literacy skills including Microsoft Office and other similar software programs required
 - Experience working in the not for profit sector and with community groups considered an asset
 - Understanding of the issues and opportunities regarding the participation of underserved populations in sport and physical activity would be considered an asset
 - Experience in building relationships and collaborating with current or potential partner organizations would be an asset
 - Background in sport or general understanding of the equipment needs of various sports would be an asset
- **Personal Qualifications & Attributes**
 - Excellent communicator with positive attitude
 - Excellent attention to detail
 - Works well on their own and in a small team environment
 - Strong work ethic and positive attitude with regard to developing relationships
 - Strong passion for the support and physical activity and understanding of the local and regional sport systems would be an asset
- **Education & Training**
 - Post-secondary education or equivalent work experience
 - 1-2 years of work experience is recommended
 - Valid class 5 Alberta driver's licence is required

Application Deadline: 5pm MST, August 6th, 2019.

Please submit cover letter and resume to admin@comriessports.org

Subject line: 2019-09 Client Services Coordinator

Comrie's Sports Equipment Bank would like to thank all applicants, however, only those selected for an interview will be contacted.