



Junior Coach Coordinator

Time Commitment:

3–5 hours per month · 6–8 months per year

Volunteer Role

This role fulfills the SCRA volunteer commitment (100 credits / 8 hours per player for the season), in alignment with the SCRA Volunteer Program requirements.

South Calgary Ringette Association (SCRA) is built on the dedication of volunteers who create a positive and meaningful experience for athletes at every level. The Junior Coach Coordinator plays an important role in shaping that experience by supporting the development and success of our junior coaches — young athletes beginning their journey as leaders and role models within the sport.

As Junior Coach Coordinator, you'll help create structure, clarity, and support for junior coaches across the association. You'll ensure they are thoughtfully placed, well-supported, and set up for success, while helping Head Coaches understand how to effectively mentor and integrate them into their teams.

This role is ideal for someone who values mentorship, enjoys working with youth and volunteers, and believes in building confidence, leadership skills, and a lifelong connection to sport. It's also a meaningful opportunity to give back, helping create a positive first coaching experience that can shape future leaders within SCRA.

Reporting & Structure

- Reports to: Coach Director / VP Development
- Works closely with: Development Team, VP Admin, and Head Coaches
- Focus is on coordination and execution of the Junior Coach program (does not oversee coach selection or evaluation design)

Key Responsibilities

Coordinate Recruitment and Onboarding

- Lead the Junior Coach application process, including promotion and communication to eligible players
- Send welcome communications and ensure clear expectations are provided to all selected Junior Coaches



- Support onboarding by sharing key resources, timelines, and requirements

Manage Placement and Team Integration

- Coordinate the assignment of Junior Coaches to teams following evaluations
- Ensure thoughtful placement based on age, development needs, and preferences where possible
- Communicate assignments to Head Coaches and provide guidance on how to integrate and support Junior Coaches

Support Coaches and Program Coordination

- Coordinate Junior Coach involvement in evaluations and other early-season activities
- Act as a key point of contact for Junior Coaches throughout the season
- Provide guidance and support to both Junior Coaches and Head Coaches as needed

Enable Development Opportunities

- Work with the Development Team to support mentorship and skill-building opportunities for Junior Coaches
- Encourage a positive learning environment where Junior Coaches can build confidence, leadership, and coaching skills
- Contribute to the evolution of the Junior Coach program, including potential involvement in future Coach Development initiatives as they are developed and approved

Support Junior Coach Program Delivery

- Maintain and update Junior Coach application materials and supporting resources annually
- Partner with VP Admin to ensure the Junior Coach Manual remains current and relevant
- Oversee application intake, tracking, and communication with applicants

You'll Be a Great Fit If You...

- Enjoy working with youth and supporting their development as leaders



- Are organized and comfortable coordinating multiple moving pieces (applications, placements, communications)
- Communicate clearly and are responsive and approachable
- Value fairness, consistency, and transparency in decision-making
- Are comfortable working collaboratively with coaches, board members, and volunteers
- Have previous experience in ringette, coaching, or youth programs (an asset, not required)
- Take pride in helping create positive, well-supported volunteer experiences