



Volunteer Coordinator

Time Commitment:

3–4 hours per month ~12 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, families, and teams. The Volunteer Coordinator plays a key role in supporting the association by ensuring volunteer requirements are clearly defined, tracked, and fulfilled throughout the season.

As Volunteer Coordinator, you will help create clarity and consistency around volunteer commitments—supporting families, Team Managers, and the Board by maintaining an organized approach to tracking and communication. You'll provide transparency into volunteer status and ensure expectations are understood and met across the association.

This role is ideal for someone who enjoys organization, tracking, and coordination, and is comfortable supporting volunteers with clear, timely communication. It's an opportunity to contribute behind the scenes while enabling the association to run smoothly and effectively.

Reporting & Structure

Reports to: VP Admin (or designate)

Works closely with: Board members, Evaluations Coordinator, Tournament Coordinator, on coordination, tracking, and communication (does not oversee volunteers in their roles)

Key Responsibilities

Volunteer Coordination & Tracking

- Identify and support volunteer role requirements across the association
- Maintain and update the volunteer tracking system
- Enter and track volunteer credits accurately and consistently
- Provide clarity on volunteer expectations and how credits are earned



Monitoring & Audit

- Monitor volunteer participation throughout the season
- Audit outstanding volunteer requirements at season end
- Follow up as needed to ensure commitments are fulfilled

Volunteer Support & Communication

- Act as the primary point of contact for volunteer-related questions
- Respond to inquiries regarding volunteer credits, including current progress/status for the season
- Provide clear, timely, and consistent communication to families and stakeholders
- Support alignment and understanding of volunteer processes across teams

Documentation & Process Updates

- Maintain and update volunteer documentation, tracking tools, and processes
- Identify opportunities to improve clarity, efficiency, and consistency
- Ensure volunteer processes align with SCRA expectations and practices

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

- Are highly organized and detail-oriented
- Enjoy tracking, coordinating, and maintaining accurate records
- Communicate clearly, proactively, and professionally
- Are comfortable responding to questions and providing guidance to volunteers
- Value fairness, transparency, and consistency
- Enjoy supporting a volunteer-driven organization behind the scenes