



## **Volleyball Alberta Career Opportunity**

### **COORDINATOR, AGE CLASS & BEACH**

Volleyball Alberta (VA) is a not-for-profit organization providing quality opportunities for the growth, development, and enjoyment of volleyball in Alberta. The position of Coordinator, Age Class & Beach is a full-time position based in either Calgary (preferred) or Edmonton. It is a fast-paced environment that during peak periods provides multiple and simultaneous, externally imposed, deadlines/timelines and constant interruptions. The position demands exceptional organizational and communication skills as well as the ability to follow annual work plans that are aligned with the strategic plan. Work is completed independently under the direction of the Director of Competition & Operations and will involve supervision of summer staff, contract staff, and volunteers as required. Weekend and evening work is a requirement of the position with compensatory time off.

#### **Responsibilities:**

##### 1. Indoor Age Class

- Coordinate & assist with all aspects of their assigned indoor age class program including:
  - a) Assist with the indoor facility bookings, payments and schedules for all VA tournaments.
  - b) Provide on and offsite support during events.
  - c) Assist in the development of annual program budgets.
  - d) Reviewing competition & signing regulations.
  - e) Supporting member registration & Person In Authority checks.
  - f) Tracking event registrations.
  - g) Tournament schedule development.
  - h) Communicate regularly with venues and teams.
  - i) Create and post tournament results.
  - j) Provide support to Venue Coordinators.

##### 2. Social Media

- Draft communications plan and strategy for social media.
- Create and distribute newsletter on a bi-weekly basis.

- Create and upload social media content throughout the year.
- Service all partnership & sponsor content.
- Monitor uptake and reach of all social media communications.

### 3. Beach & Outdoor Programs

- Provide logistical support for Youth & Adult Beach Leagues, Programs & Tournaments
  - a) Manage registrations
  - b) Develop and post draws & results
  - c) Coordinate & manage outdoor facility bookings
  - d) Communicate regularly with venues and teams
  - e) Research and consider additional outdoor programming for youth and adults
  - f) Supervise Summer Beach Coordinator

### 5. Merchandise Sales

- Responsible for product selection, design, stock management pricing, and meeting sales targets
- Overseeing and coordinating all aspects of the Indoor Provincial Championship T-Shirt pre-orders
- Tracking of VA equipment and publications

### 4. General

- Support Membership Registration.
- Support Advisory Committees.
- Provide on-going program evaluation and reporting.
- Ensure relevant website areas are kept up to date.
- Complete reports for leadership & relevant Volleyball Alberta committees as requested.
- Assist with the delivery of other VA programs and services.
- Undertake various projects and tasks as assigned.
- Serve as a VA ambassador.

Qualifications	
Minimum Experience Requirements	2-3 years of experience in sport management, or a related field.

Preferred Experience Requirements	3-5 years of experience in sport management, communications, event management & marketing
Minimum Education Requirements	Diploma in Sport & Recreation, Event, or Business Management
Preferred Education Requirements	Undergraduate degree in Sport Management, Kinesiology, Communications or Business Management
Required Skills	Database management, MS Office suite Volleyball or sport-related experience would be considered an asset. Ability to work evenings and weekends as required Access to reliable transportation.
Conditions of Employment	The successful applicant will be required to <ul style="list-style-type: none"> <li>• Obtain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's <a href="#">Screening Requirements</a>.</li> <li>• Provide proof of educational and professional credentials.</li> <li>• Standard First-Aid &amp; CPR</li> </ul>

Salary will be commensurate with the skills and qualifications of the successful applicant. As this is a permanent full-time position, there is an employee benefits package. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee c/o Jim Plakas at [jplakas@volleyballalberta.ca](mailto:jplakas@volleyballalberta.ca) by **Wednesday, August 7, 2024**. VA thanks all interested applicants however, only those selected for interviews will be notified.