



Volleyball Alberta Career Opportunity

MANAGER, AGE CLASS & EVENTS

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 Manager, Age Class & Events is a full-time position based in Edmonton (preferred) or Calgary. The position demands effective administration, organization and communication skills, with strong interpersonal skills and the ability to work within a team including volunteers and staff.

Responsibilities:

1. Indoor Age Class
 - Manage all aspects of their assigned indoor age class program including:
 - a) assist in the development of annual program budgets, manage program budgets, and make recommendations for budget reallocations as necessary.
 - b) Drafting & reviewing competition & signing regulations.
 - c) Supporting member registration & Person In Authority checks.
 - d) Tracking event registrations.
 - e) Tournament schedule development.
 - f) Communicate regularly with venues and teams.
 - g) Create and post tournament results.
 - h) Schedule and supervise Venue Coordinators.
 - i) Provide on and offsite support during events.
2. Club Approval & Tournament Sanctioning
 - a) Lead, review and complete all club approval applications.
 - b) Oversee and manage all Person in Authority Checks for club presidents.
 - c) Review, evaluate and provide feedback on the club approval application and process.
 - d) Review, approve and post all club tournament sanctioning requests
3. Beach & Outdoor Programs
 - Provide logistical support for Youth & Adult Beach Leagues, Programs & Tournaments
 - a) Lead beach facility maintenance, budgets, & bookings.
 - b) Manage beach league & program development, budget, & schedule.

- c) Provide on and offsite support during programs & events.
- d) Hire and supervise Summer Beach League Coordinator

4. Alberta Winter & Summer Games

- a) Promote the Alberta Winter & Summer Games throughout all zones.
- b) Complete all applications, registrations, evaluations, reports, and related administrative duties have been completed.
- c) Recruit, hire, and oversee coaches for these programs.
- d) Assist with coordinating and administration with Zone Tryouts.
- e) Liaise and coordinate with our Sport, Physical Activity & Recreation consultant, and host communities.

5. General

- Provide on-going program evaluation and reporting.
- Coordinate and support advisory committees.
- 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	3 - 5 years of experience in sport management, or a related field.
Preferred Experience Requirements	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"> • Obtain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's Screening Requirements. • Provide proof of educational and professional credentials. • Standard First-Aid & CPR

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@volleyballberta.ca** by **Wednesday, August 7, 2024**. VA thanks all interested applicants however, only those selected for interviews will be notified.