



## **Volleyball Alberta Career Opportunity COORDINATOR, COURTSIDE LOGISTICS**

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, Courtside Logistics, is a full-time position based out of our Edmonton (preferred) or Calgary office.

Under the direction of the Director, Pathways & Development, the Coordinator, Courtside Logistics will play a key role in ensuring the effective communication, tracking, and support of referees within our organization. This position involves managing membership and certification processes, maintaining financial records, and providing logistical support for referees. The ideal candidate will be detail-oriented, organized, and passionate about promoting the sport of volleyball.

### **Responsibilities:**

#### **1. Financial Record Keeping**

- Support financial record keeping and payment systems for referees, including:
  - Maintaining and updating organized financial records, including data entry in Xero accounting software.
  - Reconciling balance sheet accounts and preparing basic financial statements.
  - Recording journal entries and calculating paychecks for taxes and related bills.
  - Performing other bookkeeping duties as needed.

#### **2. Membership, Safe Sport, Screening & Certification tracking**

- Assist in communication, tracking, and follow-up of member registration, Safe Sport training, screening, and certification standards for referees, coaches, and club administrators.
- Lead the registration and tracking processes for referees using allocation software.

#### **3. Referee Support**

- Secure and confirm accommodations for referees during Volleyball Alberta competitions.
- Distribute and maintain inventory of badges and other specific referee items.
- Provide support to Zone Leadership team on the execution of clinics and evaluation processed for Novice Referees.

- Provide support to Manager, Courtside Logistics as needed.

#### 4. Key Supporting Roles

- Support membership registration processes.
- Regularly update relevant website pages with accurate information.
- Assist in organizing and executing Volleyball Alberta Premier Tournaments & Provincial Championships.
- Provide support for regional, national, and international tournaments and events as necessary.
- Assist in the delivery of various Volleyball Alberta programs and services.
- Undertake various projects and tasks as assigned.
- Serve as a Volleyball Alberta ambassador, promoting the values and initiatives of the organization.

Qualifications	
Minimum Experience Requirements	2-3 years' experience in administration or sport management
Preferred Experience Requirements	3-5 years' experience in administration or sport management
Minimum Education Requirements	Certificate or diploma in business management, accounting, bookkeeping or related field.
Preferred Education Requirements	Post secondary education in accounting or business administration, including a certificate, diploma or degree; experience in sport/recreation
Required Skills	<ul style="list-style-type: none"> <li>• Recent experience with accounting software (Xero preferred)</li> <li>• MS Office suite</li> <li>• Standard First Aid with CPR C</li> </ul>
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 <u>Screening Requirements</u>.</li> <li>• Provide proof of educational and professional credentials.</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 Jen Telfer at [pathways@volleyballalberta.ca](mailto:pathways@volleyballalberta.ca) by **Tuesday January 23, 2025**.

VA thanks all interested applicants however, only those selected for interviews will be notified.