



Volleyball Alberta Opportunity COORDINATOR, BEACH PROGRAMS

Volleyball Alberta (VA) is a not-for-profit organization leading the growth and development of volleyball. The position of Coordinator, Beach Programs is a contract term position from May 5, 2025 – August 15, 2025 and will be based out of the Calgary office. The position demands effective administration, organization and communication skills, and the ability to work within a team including volunteers and staff. The position will be 35 hours/week – weekend work will be required.

Responsibilities:

1. Under the guidance of the Manager, Age Class & Beach, oversee and coordinate of all aspects of our Beach Volleyball Tournaments including:
 - Scheduling
 - Ensure referees and athletic therapy are appropriately scheduled.
 - Onsite facility preparations
 - Assist in the marketing and promotion of the tournament
 - Provide regular communication with participants
 - Update website with relevant program information
2. Provide administrative support for the Lethbridge Beach Leagues
 - Recruit, training, and supervise league coaches.
3. Inventory all equipment and track throughout the season
4. Develop program evaluation tools and collect data.
5. General
 - Complete reports for VA
 - Assist in the organization and execution of Volleyball Alberta events as required.
 - 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	1 + years of experience in sport or a related field.
Minimum Education Requirements	Enrolled in a Sport & Recreation, Marketing, Communications post-secondary program, or related field. *Candidates with completed post-secondary programs are preferred.
Required Skills	Database management, MS Office suite Beach volleyball or sport-related experience would be considered an asset. NCCP Coaching Certification would be an asset Strong interpersonal and communication skills
Eligibility	As we have applied for funding through the Canada Summer Jobs program, applicants are required to meet the following eligibility requirements: <ul style="list-style-type: none"> • Be between 15 and 30 years of age at the beginning of the employment period • Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. **International students are not eligible participants.
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. • Current First Aid/CPR Certification • Will require access to a vehicle and hold a valid drivers license.

All interested individuals must submit a cover letter and resume by e-mail to Ray Sewell at **rsewell@volleyballalberta.ca**

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