



## Volleyball Alberta Summer Camp Coordinator Job Description

Volleyball Alberta is seeking qualified individuals for the position of Summer Camp Coordinator in Edmonton. The Camp Coordinator will be primarily responsible for building the day-to-day content of the summer camps and ensuring age-appropriate activities and modifications are planned and prepared for. This position will begin May 1st, 2025, and end August 29th, 2025. For the summer of 2025, camps are planned to be offered in:

- Sylvan Lake with overnight and daytime options, 2 weeks with 80 athletes per camp.
- Grimshaw/Peace River, daytime options with staff travelling to coach, 1 week, 80 athletes.
- Edmonton (2) and Calgary (1) daytime camps for ages 12-16, 120 athlete's total.
- Edmonton and Calgary, early stages daytime camps for ages 6-11 years, 80 athletes.

### Responsibilities and Duties

- Book, confirm and secure additional locations that may be needed for multiple camps (including catering, gyms, locations to sleep, fields, equipment, beach courts, indoor courts and so on.)
- Manage financials for all camps through an excel document
- Interview, hire, manage, supervise and train multiple Head Coaches, Assistant Coaches and Jr Coaches (if needed) for each event.
- Manage current registrations and promote the camp
- Creating in-depth schedules for each Summer Camp Week
- Create a successful pathway for our coaches to succeed prior, during and after the camp
- Order VA clothing for coaches and campers
- Manage the VA Summer Camp Website
- Create a safe environment for campers and coaches with guidelines and regulations
- Travelling out of town to run 1-2 VA Summer Camps outside of Calgary/Edmonton which requires overnight stay
- Any other duties that may arise pertaining to the responsibilities of their role

Anyone who is interested please submit their resume and cover letter to Volleyball Alberta's Early Stages & Summer Camp Coordinator at [earlystages@volleyballalberta.ca](mailto:earlystages@volleyballalberta.ca). This will remain open until a suitable candidate is found.

Qualifications	
Minimum Experience Requirements	<ul style="list-style-type: none"><li>• Passionate for working with children and youth in recreational and physical activity settings.</li><li>• Knowledge in the Canadian Sport for Life and Long-Term Development Model</li></ul>

	<ul style="list-style-type: none"> <li>• Prior knowledge of volleyball (tactical/technical)</li> <li>• Ability to effectively communicate with children, youth and parents</li> <li>• Responsible and reliable</li> <li>• Strong interpersonal, time-management skills</li> <li>• Conflict Management skills</li> <li>• Reliable form of transportation</li> </ul>
Minimum Education Requirements	Enrolled or completed a Sport & Recreation, Marketing, Communications post-secondary program, or related field.
Required Skills	<ul style="list-style-type: none"> <li>• Must have at least 2 years' experience of coaching volleyball to youth (mix of assistant or head coach position)</li> <li>• Currently enrolled in a degree program or have completed a bachelor's degree.</li> <li>• Experience in putting together volleyball practice plans</li> <li>• Have experience, in any context, teaching/coaching kids ages 6-17</li> <li>• Current First Aid/ CPR or willing to get trained</li> <li>• Any length of experience in event planning and management</li> <li>• Working towards to having a degree in physical education or coaching is an asset</li> <li>• Any NCCP and Volleyball Canada training is considered an asset</li> </ul>
Eligibility	<p>As we have applied for funding through the Canada Summer Jobs program, applicants are required to meet the following eligibility requirements:</p> <ul style="list-style-type: none"> <li>• Be between 15 and 30 years of age at the beginning of the employment period</li> <li>• 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.</li> </ul> <p><b>**International students are not eligible participants.</b></p>
Conditions of Employment	<p>The successful applicant will be required to</p> <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> <li>• Current (or willing to be trained) First Aid/CPR Certification</li> <li>• Will require access to a vehicle and hold a valid drivers license.</li> </ul>



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