



Volleyball Alberta Opportunity

COORDINATOR, HIGH PERFORMANCE

Volleyball Alberta is a not-for-profit organization leading the growth and development of volleyball. The position of Coordinator, High Performance is a contract term position from May 1, 2023 – August 31, 2023, and will be based out of the Edmonton office. The position demands effective administration, organization, communication skills, and the ability to work within a team, including volunteers and staff. The position will be 35 hours/week – weekend work required.

Responsibilities:

1. Under the guidance of the Manager, High Performance and Leadership, the successful candidate will be responsible for operating Volleyball Alberta's high-performance programs (Team Alberta). For each of our seven teams, this includes training and preparation for the Canada Cup Tournament (Volleyball Canada event).
 - Organization and execution of team training and pre-competition events, including training schedule, transportation, accommodation, clothing/gear, and other aspects of the program
 - Organize dorm supervision during Training Camps and Team Training
 - Onsite event management at Training Camps, Selections Camps, Team Training, and competitions in St. Catharines, Ontario
 - Organization and support of sports science programming
 - Provide regular communication with participants and coaches
2. The Canada Cup tournament will include teams from across Canada and occur in St. Catharines, Ont. at Brock University.
3. Inventory and track Volleyball Alberta technology and equipment for Team Alberta programs
4. Develop program evaluation tools and collect data
5. Other duties:
 - Follow and execute the program budget
 - Update the website with relevant program information
 - Social media content creation
 - Undertake various projects and tasks as assigned
 - Serve as a VA ambassador

NORTH | 11759 Groat Road, Edmonton, AB T5M 3K6
SOUTH | Bay #6, 135 Commercial Drive, Calgary, AB T3Z 2A7

volleyballalberta.ca

Program Events:

The High Performance Coordinator will organize and execute the following team training opportunities and be onsite at events.

- 17U Selection Camp – May 27 (Sylvan Lake)
- 15U-17U Training Centre – July 3-9 (Edmonton)
- 15U-17U Training Camp – July 10-17 (Edmonton)
- 15U-17U Canada Cup – July 18-23 (St. Catherines)

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. <i>*Candidates with completed post-secondary programs are preferred.</i>
Required Skills	Database management, MS Office suite 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. <i>**International students are not eligible participants.</i>
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.• 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 Volleyball Alberta at teamab@volleyballalberta.ca by **April 7, 2023**.

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