



Volleyball Alberta Career Opportunity

DIRECTOR, PATHWAYS & DEVELOPMENT

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 Director, Pathways & Development is a full-time position. Preference may be given to an individual who will be based out of our Edmonton office.

The ideal candidate will have a keen eye for detail, excel in problem-solving, and possess exceptional organizational and communication skills. We prioritize individuals who can efficiently handle administrative tasks while showcasing leadership qualities that inspire and motivate others. Work is completed in a fast-paced environment with multiple and simultaneous, externally imposed, deadlines/timelines and constant interruptions.

The role will follow annual work plans that are aligned with our strategic plan. Work is completed independently under the direction of the Executive Director and involves the direct supervision of managers and oversight of coordinators, contract staff, coaches & volunteers as required. Weekend and evening work is a requirement of the position with compensatory time off.

Under the direction of the Executive Director, the Director, Pathways & Development is responsible for the management of athlete/coach development, leadership development, and high-performance sport for Volleyball Alberta. The Director is a team leader, planner, facilitator, communicator, implementer, and educator.

Responsibilities:

1. Staff Development

- Establish a positive, healthy and safe work environment in accordance with provincial employment standards, regulations and VA's mission, vision, and values.
- Mentor and develop staff using a supportive and collaborative approach: inspire teamwork and leverage cross-program strengths.

- Set objectives, establish priorities and monitor and evaluate results. Conduct evaluations for all staff under your supervision.
- Recruit, interview and select staff who have the right skills and characteristics to help further Volleyball Alberta's mission and vision as necessary.

2. Planning

- Develop & manage budgets for programs under your responsibility.
- Support the development and implementation of annual operating plans and ensure correlation with annual operating budgets.
- Plan, implement, monitor and evaluate the Association's programs through the development of annual objectives related to service delivery and monitoring results.
- Draft policies for the approval of the Executive Director and Board and preparing procedures to implement the organizational policies.
- Review existing policies on an annual basis and recommend changes to the Executive Director as appropriate.

3. Leadership Development

- Lead Club accreditation, mentorship, and recognition programs.
- Oversee the development and delivery of all Safe Sport initiatives including training, awareness building, and policy evaluation in alignment with Volleyball Canada.
- Oversee the implementation of the Screening Policy.
- Develop Coach Certification requirements and monitor the training and development pathways for coaches.
- Advise, support, and track conduct concerns. Provide support to the Discipline Chair.
- Support and participate in advisory group meetings and activities.
- Oversee coach, referee, and club leadership professional development.

4. High Performance

- Ongoing review and monitoring of Team Alberta athletes and coaches (Indoor & Beach) development and performance objectives.
- Devise and implement athlete and coach identification and recruitment strategies.
- Create and monitor working groups related to High Performance.

- Develop and manage criteria for any athlete funding or awards.

5. Referee Development

- Oversee the creation of a referee development plan.
- Examine referee recruitment and retention, create strategies to improve metrics.

6. Early Stages Programs

- Oversee Early Stages development programs and develop growth strategies to bring leaders, coaches, & programs to new areas of the province.
- Oversee VA Summer Camps and involvement in Play Sports Alberta or other camps.

7. Long Term Development

- Implement and monitor LTD strategies for all youth programs.
- Serve as the VA lead attending all LTD meetings and technical sessions with Sport for Life and Volleyball Canada.
- Lead the development and delivery of LTD materials and presentations.

8. Additional Responsibilities

- Research and draft educational materials for newsletter and update website and social media feeds
- Strike and serve on Volleyball Alberta Advisory Groups and Committees as needed.
- Complete reports for Volleyball Alberta committees, executive and other stakeholders.
- Assist with the delivery of other Volleyball Alberta programs and services as needed.
- Undertake various projects and tasks as assigned.
- Act as a liaison between program committees as required.
- Contribute to grant applications and reports as required.
- Serve as a Volleyball Alberta ambassador.

Qualifications	
Minimum Experience Requirements	5-7 years working in a senior management position
Preferred Experience Requirements	7+ years' experience in a senior management position in amateur sport
Minimum Education Requirements	Undergraduate degree in Sport Management, Business Management, or related field.

Preferred Education Requirements	<ul style="list-style-type: none"> • Master's degree in Sport Management or equivalent.
Required Skills	<ul style="list-style-type: none"> • Non-profit management • Financial management • HR management • Strong leadership, facilitation and mentoring skills • Database management, MS Office suite • Conflict resolution • NCCP Certification • Safe Sport training, Screening, & Standard First Aid with CPR C.
Conditions of Employment	<p>The successful applicant will be required to</p> <ul style="list-style-type: none"> • Obtain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's <u>Screening Requirements</u>. • Provide proof of educational and professional credentials.

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 Diane Clarke at **executive@volleyballalberta.ca** by **Wednesday September 27, 2023**.

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