

JOB DESCRIPTION



COORDINATOR, BEACH LEAGUES

Volleyball Alberta (VA) is a not-for-profit organization leading the growth and development of volleyball. The position of Coordinator, Beach Leagues is a contract term position from May 1, 2024 – August 31, 2024 based out of the Edmonton office. The position demands effective administration, organization, communication, and the ability to work within a team including volunteers and staff. The position will be 35 hours/week – evening and weekend work will be required.

Responsibilities:

1. Under the guidance of the Manager, Age Class & Events, the position will oversee and coordinate the on-site and administrative duties of our youth and adult beach leagues including:
 - Promotion of youth & adult leagues
 - Update website with relevant program information
 - Managing registrations, league scheduling, draws, and score collection
 - Hire, train, and schedule beach coaching staff
 - Assist with weekly lesson plans
 - Maintain weekly schedule of coaches' hours and submit timesheets for payment
 - Provide regular communication with participants (onsite, email and telephone)
 - Daily attendance, checking in teams
 - Onsite facility preparations unlock & lock-up storage shed, assist with court set-up/take down, ensure all bins have the appropriate equipment (balls, nets, lines, score sheets, etc), and general cleanliness of beach courts
 - Email schedule out to participants
 - Print necessary information (draws, lesson plans etc.)
2. Provide support for VA beach tournaments
 - Lead and oversee onsite tournament operations in Edmonton
 - Help recruit, train, and supervise tournament coordinators
3. Develop program evaluation tools and collect data
4. General
 - Regular communication with the Manager for maintenance work on the beach courts including garbage pick-up and port-a-potty servicing
 - Oversee beach court bookings at John Fry Park
 - Empty garbage cans into dumpster and general cleanliness of the beach courts
 - Inventory all equipment and track throughout the season
 - Assist with the delivery of other VA programs and services as required
 - Undertake various projects and tasks as assigned
 - Serve as a VA ambassador

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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 • Have access to a vehicle and hold a valid drivers license.

All interested individuals must submit a cover letter and resume by e-mail to Hamed Sepehr: eventsmanager@volleyballalberta.ca

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