



## **Volleyball Alberta Career Opportunity**

### **COORDINATOR, EARLY STAGES & CAMPS (Part-Time)**

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 Coordinator, Early Stages & Camps is a part-time position based out of our Edmonton office. We will work with the candidate to determine a regular schedule of approximately 22 hours per week. There may be the opportunity for this position to work additional hours based on organizational need.

The ideal candidate will demonstrate strong 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 Director, Pathways & Development and involves the supervision of 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 Director, Pathways & Development the Coordinator, Early Stages & Camps is responsible for the organization, administration, and growth of specific volleyball programs for youth in Alberta. The Coordinator is a planner, administrator, communicator, facilitator, implementer, and educator.

### **Responsibilities:**

#### **1. Early Stages Programs**

- Plan and deliver regular early stages programming including GO Sports, multi-sport summer camps, and community clinics.
  - Plan and promote each program.
  - Guide parents and assist with program registration.

- Determine staffing/coaching requirements, recruit, train and supervise staff.
- Prepare program schedules.
- Facilitate sessions as required.
- Program content development, modification, and resource sharing.
- Expand programs into other communities.
- Create strategy with clubs and community groups.

## **2. Early Stages Camps**

- Oversee and coordinate Early Stages camps and/or programs including volleyball specific camps and other multi-sport opportunities:
  - Plan, budget, and staff all summer camps.
  - Create programs and camps for school break camps.
  - Provide administrative support & supervision to camp directors. Provide onsite support and supervision of camp directors including daily operations, mentorship and camp management.
  - Evaluate and review program success.

## **3. Partnership Development**

- Actively identify and engage with community partners (clubs, communities, facility partners, underrepresented communities) to promote programming.

## **4. Key Supporting Roles**

- Membership & program registration support – assist in providing timely responses to calls and managing general inquiries from members.
- Provide support in tracking Person in Authority requirements.
- Provide on-going program evaluation and financial reporting.
- Serve on Volleyball Alberta Advisory groups as required.
- Complete reports for Volleyball Alberta & their stakeholders.
- Assist in the organization and execution of Volleyball Alberta Premier Tournaments & Provincials.
- Assist with Regional, National, International tournaments and events as required.
- Assist with the delivery of other Volleyball Alberta programs and services.

- Ensure relevant website area is kept up to date.
- Contribute to grant applications and reports as required.
- Undertake various projects and tasks as assigned.
- Serve as a Volleyball Alberta ambassador.

Qualifications	
Minimum Experience Requirements	1-3 years' experience in sport management
Preferred Experience Requirements	3+ years' experience in sport management
Minimum Education Requirements	College diploma in sport management, marketing, or related field. Certified Coach
Preferred Education Requirements	<ul style="list-style-type: none"> <li>• Undergraduate degree in sport management &amp; coaching</li> <li>• NCCP Development Certified Volleyball</li> <li>• NCCP Community Coach Trained</li> </ul>
Required Skills	<ul style="list-style-type: none"> <li>• MS Office suite</li> <li>• Database management</li> <li>• Strong Facilitation skills</li> <li>• Safe Sport training &amp; Standard First Aid with CPR C</li> </ul>
Conditions of Employment	The successful applicant will be required to <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> </ul>

Salary will be commensurate with the skills and qualifications of the successful applicant. As this is a permanent part-time position, there is an individual employee benefits package. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee c/o Jen Telfer at [pathways@volleyballalberta.ca](mailto:pathways@volleyballalberta.ca) by **Tuesday April 2, 2024**.

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