



Volleyball Alberta

2025 Indoor Venue Coordinator Job Description

Contract Position on weekends throughout the indoor club season February to May – please note the number of venue coordinators required vary weekend to weekend.

Venue coordinators will need access to a vehicle.

All staff will be required to meet [Volleyball Alberta's Person in Authority Requirements](#).

Venue Coordinator General Responsibilities

- Pick up tournament kits from the Volleyball Alberta office prior to the tournament.
- Verification of all supplied equipment
- All venue coordinators must wear the Volleyball Alberta staff vest throughout the tournament.
- Management of tournament venues in conjunction with respective facility staff
- Record and publish match results, track score sheets with notable Sanctions/Remarks.
- Presentation of medals and awards
- Assist with setup & teardown of the Volleyball Alberta Pop Up Store
- Distribution of Provincial Clothing Pre-Orders at Provincials tournaments
- Communicate with Volleyball Alberta staff as necessary throughout the tournament
- Return tournament kits, score sheets, lost and found on the Monday following the tournament

Facility Set-up

- Set up and organize all nets, team benches, score tables and spectator seating, and establish a control table and results area.
- Put away equipment and clean up after the tournament.
- Friday evening facility set-ups may be required.

Event Management

- Manage team check-in
- Capture content for social media and submit photos/videos with description for posting
- Communicate with teams about competition regulations, venue specific requirements, restricted areas and restricted activities.
- Communication with VA on-call staff with incidents, protests, defaults, conduct, etc.
- Implementation of Volleyball Alberta's Zero Tolerance Policy & Emergency Action- Plan if necessary
- Completion of incident/accident reports if applicable

Please email resumes for Calgary and Area, and Red Deer to Ray Sewell by January 1, 2025, at: rsewell@volleyballalberta.ca

Please email resumes for Edmonton and Area to Dione Kristel by January 1, 2025, at: eventsmanager@volleyballalberta.ca