



Volleyball Alberta Career Opportunity

Coordinator, Courtside Logistics

Location: Edmonton (Preferred) or Calgary

Volleyball Alberta (VA) is a not-for-profit organization dedicated to providing quality opportunities for the growth, development, and enjoyment of volleyball across Alberta. We are currently seeking a Coordinator, Courtside Logistics to join our team in a full-time role based in Edmonton (preferred) or Calgary.

Position Overview

Reporting to the Director, Finance & Corporate Services, the Coordinator will support the communication, administration, and operations of our referee programs. This includes financial record keeping, managing referee registration and certification, and coordinating logistics for competitions. The successful candidate will be detail-oriented organized and enthusiastic about supporting the volleyball community.

Key Responsibilities

1. Financial Record Keeping

- Process data entry using Xero accounting software
- Prepare and execute payment runs for company expenses
- Reconcile balance sheet accounts and prepare basic financial reports
- Record manual journal entries as required
- Contribute to the refinement of finance and accounting procedures
- Perform other bookkeeping tasks as assigned

2. Membership, Safe Sport, and Certification Tracking

- Track and follow up on registration, Safe Sport training, screening, and certification for referees, coaches, and club administrators
- Lead referee registration and assignment tracking using allocation software

3. Referee Support

- Book accommodations for referees attending Volleyball Alberta competitions
- Distribute and manage referee-specific inventory such as badges
- Assist Zone Leadership with the coordination of novice referee clinics and evaluations
- Support initiatives such as Women in Officiating Weekend and other recruitment activities
- Provide additional support to the Manager, Courtside Logistics as needed

4. General Administrative & Event Support

- Support membership registration processes
- Assist with planning and delivery of Premier Tournaments and Provincial Championships
- Support regional, national, or international events as required
- Contribute to the delivery of Volleyball Alberta programs and services
- Take on additional projects and duties as assigned
- Represent Volleyball Alberta in a professional manner and uphold organizational values

Qualifications

Minimum Experience

- 2–3 years of administrative or sport management experience

Preferred Experience

- 3–5 years of relevant experience in administration, sport, or event coordination

Minimum Education

- Certificate or diploma in business management, accounting, bookkeeping, or a related field

Preferred Education

- Post-secondary education in accounting or business administration (certificate, diploma, or degree)
- Experience in sport or recreation is considered an asset

Skills & Certifications

- Proficiency with accounting software (Xero preferred)
- Strong working knowledge of Microsoft Office Suite
- Standard First Aid with CPR-C certification

Conditions of Employment

The successful applicant must:

- Meet the requirements of [Person in Authority](#) set out in VA's Screening Policy (including a Criminal Record Check). You are required to disclose any changes to your status for the duration of your employment.
- Supply proof of educational and professional credentials

Compensation

Salary will be commensurate with the skills and qualifications of the successful applicant. This is a full-time permanent position and includes an employee benefits package.

Application Process

To apply, please submit your cover letter and resume by **July 31, 2025**, to:

Selection Committee

Attn: Eryn Orysiuk

Email: finance@volleyballalberta.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.