

**Volleyball Alberta - Summer Opportunity  
Coordinator, Beach Leagues**



The position of Coordinator, Beach Leagues is a full-time contract term position from May 1, 2026 – August 31, 2026, based out of the Edmonton office.

The position requires effective administration, organization, communication, and the ability to work within a team, including volunteers and staff. The ideal candidate will be detail-oriented, organized, and passionate about promoting beach volleyball. 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:
  - a. Promotion of youth & adult leagues
  - b. Update website with relevant program information
  - c. Managing registrations, league scheduling, draws, and score collection
  - d. Hire, train, and schedule beach coaching staff
  - e. Assist with weekly lesson plans, and coaching when required
  - f. Maintain weekly schedule of coaches' hours and submit timesheets for payment
  - g. Provide regular communication with participants (onsite, email and telephone)
  - h. Daily attendance, checking in teams
  - i. 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
  - j. Email schedule out to participants
  - k. Print necessary information (draws, lesson plans, etc.)
2. Provide support for VA beach tournaments
  - a. Lead and oversee onsite tournament operations in Edmonton
  - b. Help recruit, train, and supervise tournament coordinators
3. Provide support for Alberta Summer Games
  - a. Lead and oversee onsite tournament operations in Strathcona County
  - b. Help recruit, train, and supervise tournament volunteers and teams
4. Develop program evaluation tools and collect data
5. General
  - a. Regular communication with the Manager for maintenance work on the beach courts including garbage pick-up and port-a-potty servicing

- b. Oversee beach court bookings at John Fry Park
- c. Empty garbage cans into dumpster and general cleanliness of the beach courts
- d. Inventory all equipment and track throughout the season
- e. Assist with the delivery of other VA programs and services as required
- f. Undertake various projects and tasks as assigned

6. Serve as a VA ambassador

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/indoor volleyball or sport-related experience is considered an asset. NCCP Coaching Certification is an asset. Strong organization, communication and interpersonal skills, with keen attention to detail.
Eligibility	<p>As we have applied for funding through the Canada Summer Jobs program, applicants are required to meet the following eligibility requirements:</p> <ul style="list-style-type: none"> <li>• Be between 15 and 30 years of age at the beginning of the employment period</li> <li>• 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.</li> </ul> <p><b>**International students are not eligible participants.</b></p>
Conditions of Employment	<p>The successful applicant will be required to:</p> <ul style="list-style-type: none"> <li>• Obtain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's <a href="#">Screening Requirements</a>.</li> <li>• Provide proof of educational and professional credentials.</li> <li>• Current First Aid/CPR Certification or willingness to obtain.</li> <li>• Will require access to a vehicle and hold a valid driver's license.</li> </ul>

Salary will be commensurate with the skills and qualifications of the successful applicant. All interested individuals must submit a cover letter and resume by e-mail to Dione Kristel by **Friday, March 6, 2026**, to: [eventsmanager@volleyballalberta.ca](mailto:eventsmanager@volleyballalberta.ca)

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