



Volleyball Alberta Opportunity

COORDINATOR, BEACH TOURNAMENTS

The position of Coordinator, Beach Programs is a full-time, contract term position from May 4, 2026 – August 21, 2026, and will be based out of the Calgary office.

The position requires effective administration, organization and communication skills, and the ability to work within a team including volunteers and staff. The position will be 35 hours/week – weekend and evening work will be required.

Responsibilities:

1. Under the guidance of the Coordinator, Age Class & Beach, oversee and coordinate all aspects of our Beach Volleyball Tournaments including:
 - Scheduling
 - Ensure referees and athletic therapy are appropriately scheduled.
 - Onsite facility preparations
 - Assist in the marketing and promotion of the tournament
 - Provide regular communication with participants
 - Update website with relevant program information
2. Provide administrative support for the Lethbridge Beach Leagues
 - Recruit, training, and supervise league coaches
3. Inventory all equipment and track throughout the season
4. Develop program evaluation tools and collect data.
5. General
 - Complete reports for VA
 - Assist in the organization and execution of Volleyball Alberta events as required.
 - Assist with the delivery of other VA programs and services.
 - Undertake various projects and tasks assigned.
 - 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 volleyball or sport-related experience is considered an asset. NCCP Coaching Certification is an asset. Strong interpersonal and communication skills.
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"> • 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. <p>**International students are not eligible participants.</p>
Conditions of Employment	<p>The successful applicant will be required to:</p> <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 or willingness to obtain. • Will require access to a vehicle and hold a valid driver's license.

All interested individuals must submit a cover letter and resume by **Friday, March 6, 2026**, to Brook Ure at eventscoordinator@volleyballalberta.ca

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