



## Volleyball Alberta High Performance Coordinator Job Description

The position of High Performance Coordinator is a full-time term position from May 1- August 21, 2026. The Coordinator will be primarily based out of the Calgary office. There will be on-site expectations from July 4-27, where the Coordinator will be based out of Edmonton and Regina, SK (travel expenses, meals and accommodations will be provided). The position demands effective administration, organization, communication skills, and the ability to work within a team, including volunteers and staff. The position will be 35 hours/week, evening and weekend work will be required.

### **Responsibilities:**

1. Under the guidance of the Manager, High Performance and Leadership, the successful candidate will be responsible for operating Volleyball Alberta's Team Alberta programs. This includes training and preparation for the Canada Cup Tournament in Regina:
  - Organization and execution of team training and pre-competition events, including training schedule, transportation, accommodation, clothing/gear, and other aspects of the program.
  - Coordinate dorm supervision and on-site meal scheduling at dorms during Training Camps and Team Training in Edmonton.
  - Onsite event management at Training Camps, Selections Camps, Team Training, and competition at the Canada Cup.
  - Support of sports science presentation set up.
  - Provide regular communication with participants and coaches.
2. Inventory and track Volleyball Alberta technology and equipment for Team Alberta programs.
3. Develop program evaluation tools and collect data.
4. Other duties:
  - Follow and execute the program budget
  - Provide website updates and social media content with relevant program information to the Marketing and Communications Team
  - Undertake various projects and tasks as assigned
  - Serve as a VA ambassador

### **Program Events:**

The High Performance Coordinator will organize and execute the following team training opportunities and be onsite at:

- 17U Selection Camp, June 6-7 (Location TBA)
- Team Alberta Training Centre, July 4-20 (Edmonton)
- Volleyball Canada Canada Cup, July 21-27 (Regina, SK)

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 Volleyball or sport-related experience would be considered an asset. NCCP Coaching Certification would be an asset Demonstrated strength in organization, communication, and interpersonal relations, with a keen attention to detail.
Eligibility	As we have applied for funding through the Canada Summer Jobs program, applicants are required to meet the following eligibility requirements: <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> <b>**International students are not eligible participants.</b>
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 <a href="#">Screening Requirements</a>.</li> <li>• Current First Aid/CPR Certification or willing to obtain.</li> <li>• Will require access to a vehicle and hold a valid drivers license.</li> </ul>

All interested individuals must submit a cover letter and resume by e-mail to Chantelle LaMotte at [highperformance@volleyballalberta.ca](mailto:highperformance@volleyballalberta.ca) by **March 31, 2026**.

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