



## **Volleyball Alberta Summer Camp Coordinator Job Description**

Volleyball Alberta is seeking **two** qualified individuals for the position of Summer Camp Coordinator in Edmonton. The Camp Coordinators will be primarily responsible for building the day-to-day content of the summer camps and ensuring age-appropriate activities and modifications are planned and prepared for. This is a full-time term position from May 4- August 26, 2026. For the summer of 2026, camps are planned to be offered in Edmonton, Calgary, Rocky Mountain House, Sylvan Lake and Grimshaw. There will be on-site expectations for the camps outside of Edmonton (travel expenses, meals and accommodations will be provided). The position will be 35 hours/week, evening and weekend work will be required.

### **Responsibilities and Duties**

Under the guidance of the Coordinator, Early Stages & Camps, the successful candidates will be responsible for operating Volleyball Alberta's Summer Camp programs.

- Book, confirm and secure locations that may be needed for multiple camps (may include catering, gyms, accommodation, equipment, indoor, grass and beach courts).
- Follow and execute the program budget.
- Interview, hire, manage, supervise and train Head, Assistant and Junior Coaches (as needed) for each event.
- Administration of camp registrations through the VA registration system.
- Creating in-depth schedules for each Summer Camp Week.
- Create a successful pathway for coaches to succeed prior, during, and after the camp.
- Order VA merchandise for coaches and participants.
- Provide website updates and social media content with relevant program information to the Marketing and Communications Team
- Create a safe environment for participants and coaches with established guidelines and policies.
- Assist in delivery and/or planning of early stages or school programs in May & June.
- Undertake various projects and tasks as assigned.
- Serve as a Volleyball Alberta Ambassador.

Qualifications	
Minimum Experience Requirements	<ul style="list-style-type: none"><li>• Passionate for working with children and youth in recreational and physical activity settings.</li><li>• Knowledge in the Canadian Sport for Life and Long-Term Development Model</li><li>• Prior knowledge of volleyball (tactical/technical)</li><li>• Ability to effectively communicate with children, youth and parents</li></ul>

	<ul style="list-style-type: none"> <li>• Responsible and reliable</li> <li>• Strong interpersonal, time-management skills</li> <li>• Conflict Management skills</li> <li>• Reliable form of transportation</li> </ul>
Minimum Education Requirements	Enrolled or completed a Sport & Recreation, Marketing, Communications post-secondary program, or related field.
Required Skills	<ul style="list-style-type: none"> <li>• Must have at least 2 years' experience of coaching youth volleyball (both assistant and head coach positions), in any context, teaching/coaching kids ages 6-17.</li> <li>• Experience in putting together volleyball practice plans.</li> <li>• Any length of experience in event planning and management.</li> <li>• Working towards having a degree in physical education or coaching is an asset.</li> <li>• Any NCCP and Volleyball Canada training is considered an asset.</li> </ul>
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**;</li> </ul> <p>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> <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 <u>Screening Requirements</u>.</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 to Dia Syed at [earlystages@volleyballalberta.ca](mailto:earlystages@volleyballalberta.ca). These positions will remain open until a suitable candidate is found.

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