



Volleyball Alberta Career Opportunity Coordinator, Age Class & Beach Tournaments – Edmonton Office

The Coordinator, Age Class and Beach Tournaments is responsible for the implementation, and management of all activities relating to our indoor and outdoor age class program. This position interacts most with our other Competitions staff to ensure uniformity and quality of programming. The Coordinator organizes summer staff, contract staff, and volunteers and is a planner, communicator, and event coordinator.

Volleyball Alberta (VA) is a not-for-profit organization providing quality opportunities for the growth, development, and enjoyment of volleyball in Alberta. The position of Coordinator, Age Class & Beach is a full-time position based out of our Edmonton office.

Work is completed in a fast-paced environment with multiple and simultaneous, externally imposed, deadlines/timelines. The position requires exceptional organizational and communication skills as well as the ability to follow annual work plans that are aligned with the strategic plan. Work is completed independently under the direction of the Director, Competitions & Operations and may involve supervision of coaches, contract staff & volunteers as required. Weekend and evening work is a requirement of the position with compensatory time off.

Responsibilities:

1. Indoor Age Class Program - Coordinate and assist with all aspects of the indoor age class programs including:
 - Assist with program budgeting, manage program budgets, and make recommendations for budget reallocations as necessary
 - Edmonton facility equipment tracking & logistics
 - Drafting & reviewing competition & signing regulations
 - Supporting member registration & Person In Authority checks
 - Tracking event registrations
 - Tournament schedule development
 - Communicate regularly with venues and teams
 - Create and post tournament draws and results
 - Provide on and offsite support during events
 - Tournament equipment and signage inventory & tracking
2. Beach Tournaments & Outdoor Programs - Coordinate and assist with all aspects of the beach age class programs including:
 - Provide logistical support for Youth & Adult Beach Tournaments & Leagues
 - Manage registrations
 - Develop and post draws & results
 - Coordinate & manage outdoor facility bookings
 - Communicate regularly with venues and teams
 - Research and consider additional outdoor programming for youth and adults
 - Hire and supervise Summer Beach Tournament Coordinator



3. Pop-up Shop (Edmonton)
 - Track inventory and assist with product ordering
 - Hire and supervise shop staff, provide training and support
4. Alberta Winter Games - Coordinate and assist with all aspects of the Alberta Winter Games including:
 - Promote the Alberta Winter Games throughout all zones
 - Recruit, hire, and oversee coaches for each zone
 - Assist with coordinating and administration of zone tryouts
 - Coordinating facility and coaching payments for tryouts and training and all aspects of the program
 - Complete all applications, reports, budgets, registrations and related administration duties
 - Liaise and coordinate with the Sport, Physical Activity & Recreation consultant, and host community
5. Venue Coordinator Support
 - Assist Head Venue Coordinators with staffing logistics and tournament preparation
 - Assist with tournament kit preparation & distribution
 - Provide tournament support to venue coordinators
6. Other Duties
 - Support Membership Registration
 - Support advisory committees and working groups.
 - Social media support for indoor and beach tournaments
 - Provide logistical, planning, and on-site support Alberta hosted events including Nationals and International events.
 - Ensure relevant website area is kept up to date
 - Complete reports for leadership & relevant Volleyball Alberta committees as requested
 - Assist with the delivery of other Volleyball Alberta programs and services as needed
 - Undertake such projects and tasks as assigned
 - Serve as a Volleyball Alberta ambassador

Qualifications	
Minimum Experience Requirements	1-3 years of experience in sport management, or a related field
Preferred Experience Requirements	3-5 years of experience in sport management, communications, event management & marketing
Minimum Education Requirements	College diploma in Sport & Recreation, Event, Business Management or a field deemed to be relevant
Preferred Education Requirements	• Undergraduate degree in Sport Management, Kinesiology, Communications, Business Management, or a degree deemed to be relevant • NCCP Coaching certification within volleyball
Required Skills	• Database management, MS Office suite



	• MS Office Suite • Strong organizational skills, decision making/problem solving skills, time management and attention to detail • Volleyball or sport-related experience would be considered an asset. • The ability to work independently, in a fast-paced environment • Understanding of provincial sport organizations and the Canadian Sport system is an asset.
Conditions of Employment	The successful applicant will be required to • Obtain and maintain clear Screening Requirements as per Volleyball Alberta policies. • Provide proof of educational and professional credentials. • Valid driver's licence is required with access to reliable transportation. • First Aid with CPR C

Volleyball Alberta (VA) is the Provincial Sport Organization and governing body for organized amateur volleyball in the Province of Alberta. Our mission is to unite our members and stakeholders in a safe and inclusive volleyball pathway.

The salary range for this position is based on Volleyball Alberta's Compensation Grid (relative to the successful applicant's education, skills, and experience). We offer a comprehensive benefits plan, flexible work environment, and professional development opportunities.

Volleyball Alberta is an equal opportunity employer. We are committed to our values of progression, transparency, fairness, inclusivity, and integrity. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee c/o Jim Plakas at jplakas@volleyballalberta.ca by **August 20, 2026**.

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