



Volleyball Alberta Career Opportunity Manager, Competitions

The Manager, Competitions is responsible for the implementation, and management of all activities relating to our indoor age class program and our supporting programs (including beach). This position interacts most with our other Competitions staff to ensure uniformity and quality of programming. The Manager organizes summer staff, contract staff, and volunteers and is a planner, communicator, and event manager.

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 Manager, Competitions is a full-time position in either our Calgary or Edmonton office (preferred); consideration may be given to an alternate location with travel expectations.

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 - Manage all aspects of the indoor age class programs including:
 - Assist with program budgeting, manage program budgets, and make recommendations for budget reallocations as necessary
 - Manages multiple indoor age categories
 - Tournament schedule development
 - Lead the Tryout & Signing Process
 - Assist with drafting & reviewing competition regulations
 - Provides Venue Coordinator support
 - Leads all internal and external competition related communication strategies. Oversees communication templates, timelines and plans with clubs, coaches, and stakeholders
 - Assists with the intake of competition-related complaints and follow-up
 - Communication/branding at competition venues
 - Supporting member registration & Person In Authority checks
 - Tracking event registrations
 - Communicate regularly with venues and teams
 - Create and post tournament results
 - Provide on-and-off-site support during events
 - Support merchandise sales
2. Facility Development
 - New facility lead and drives facility relationships
 - Liaise with tourism groups and access availability to new sites and convention centre events



- Facility inventory tracking (videos/pictures/information/contacts)
 - Leads facility stakeholder relationships
 - Long term schedule planning
3. Beach Tournaments & Outdoor Programs- provides logistical support to the Beach Age Class Coordinator and Summer Beach Tournament Coordinator for Youth & Adult Beach/Outdoor Tournaments & Leagues
- Assists with beach tournament development, budget, & schedules
 - Assists with facility bookings and payments and venue allocations
 - Assists with draw development and support
 - Provides on and offsite support during programs & events
 - Drafting & reviewing competition regulations
 - Leads Beach/Outdoor advisory group as required
 - Assists with hiring and oversight of the Summer Beach Tournament Coordinator
4. Assessment of Competition System:
- Assists with the review of the indoor competition regulations and seasons of play
 - Review and analyze PTA's competition regulations
 - Develop updated regulations and formats to be assessed in a competition review
 - Lead with the coordination of competition review surveys, consultation, and stakeholder engagements
 - Create ongoing assessment tools and surveys for evaluation
 - Assist with the coordination of advisory groups as required
5. Other Duties
- Manage and support advisory committees
 - Support Membership Registration
 - Social media support
 - 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	3-5 years of experience in sport management, or a related field
Preferred Experience Requirements	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 26, 2026**.

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