



Volleyball Alberta Career Opportunity Manager, Athlete Pathways

The Manager, Athlete Pathways leads the development, implementation, and management of Volleyball Alberta's athlete pathway, from grassroots entry points through high-performance programs. The Manager plans and delivers programs, facilitates stakeholder collaboration, communicates pathway objectives, leads assigned team members, and supports athlete and coach development.

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, Athlete Pathways is a full-time position in either our Calgary or Edmonton office; consideration may be given to an alternate location with travel expectations.

Under the direction of the Director, Pathways & Development, this role operates in a fast-paced environment with competing deadlines, frequent interruptions, and peak periods of simultaneous program activity. It requires strong organizational and communication skills, independent work, and delivery of annual work plans aligned with the strategic plan. The Manager may supervise coaches and volunteers and must be available for evening and weekend work, with compensatory time off provided.

Responsibilities:

1. High Performance

- Develop and implement processes and guidelines for High Performance programs.
- Devise and implement athlete identification and recruitment strategies.
- Coordinate and support training and competition opportunities by providing logistical support to provincial teams including transportation, accommodation, and venue bookings.
- Recruit, select, onboard, and manage coaches for Team Alberta's indoor and beach programs.
- Establish athlete development and performance objectives, monitor progress, and recommend program adjustments based on results.
- Develop, manage, and monitor the Integrated Support Team.
- Lead high-performance advisory groups and coordinate recommendations related to athlete pathway policies, programs, and priorities.
- Develop and manage criteria for any athlete funding or awards, including facilitation of the Hugh Hoyles Scholarship program.
- Coordinate and facilitate all components of Team Alberta North (Arctic Winter Games) including applications, review of technical package, coach selection, athlete tryouts, camps and selection.
- Hire and supervise summer High Performance Coordinator.



2. Leadership & Management

- Administer athlete development technology platforms, including SkillShark and Hudl, and support their effective use by athletes, coaches, and staff.
- Develop, maintain, and publish athlete resources through Volleyball Alberta's website and Volleyball Connect.
- Provide direction and guidance for coach mentorship programs.
- Support the Coordinator, Early Stages and Development on program delivery and content.
- Implement diversity, equity, and inclusion initiatives; create and support programming for underrepresented groups (eg. Sitting Volleyball).
- Recruit and supervise coaches or staff within various program areas.
- Implement professional development plans for coaches and staff.

3. Other Duties

- Manage budgets for programs within this portfolio.
- Support grant applications and funding opportunities.
- Support Person In Authority screening checks and membership approval processes.
- Ensure relevant website area is kept up to date.
- Serve on advisory groups as requested.
- Complete reports for Volleyball Alberta committees, management and other stakeholders.
- Analyze membership metrics and information when required.
- Assist with the Volleyball Alberta Premier Tournaments and Provincials when required.
- Assist with Regional, National, International tournaments and events when necessary.
- Assist with the delivery of other Volleyball Alberta programs and services.
- 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	More than five years of progressively responsible experience in sport management, with a focus on athlete and coach development.
Minimum Education Requirements	• College diploma in sport management or related field • Current coaching certification relevant to volleyball.
Preferred Education Requirements	• Undergraduate degree in sport management or related field • NCCP ADV DEV Certified Volleyball • NCCP Trained Learning Facilitator (Certified LF) • NCCP Trained Coach Evaluator (Certified CE)
Required Skills	• Database management • Proficiency with Microsoft Office applications • Strong organizational skills, decision making/problem solving skills, time management and attention to detail • 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
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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 Jen Telfer at pathways@volleyballalberta.ca by **September 14, 2026**.

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