



Volleyball Alberta Career Opportunity

Manager, North Competitions

The Manager, North Competitions is responsible for the implementation, and management of all activities relating to our indoor age class program and our supporting programs (including beach/outdoor). 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. This is a full-time position based out of the 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 - Manage all aspects of the indoor age class programs including:
 - Manages multiple indoor age categories
 - Provide supervision & support to the North Competitions Coordinator
 - Provide on-and-off-site support during events
 - Final review of draws and compliance standards
 - Assist with program budgeting, manage program budgets, and make recommendations for budget reallocations as necessary
 - Lead communications to all stakeholders for their age groups and area



- Communications with the Manager of Courtside Logistics related to referee scheduling and event information
 - Hire, schedule, supervise, and support Venue Coordinators in Edmonton and Grande Prairie
 - Review timesheets and complete payments and expense reimbursements
 - Assist with drafting and reviewing competition and signing regulations
 - Ensures appropriate communication and branding at competition venues
 - Supporting member registration & Person In Authority checks
 - Tracking event registrations
 - Provides onsite support to shop staff
 - Supports tournament results
2. Beach Tournaments & Outdoor Programs – manage and provide logistical support for Youth & Adult Beach/Outdoor Leagues, Programs & Tournaments
- Lead beach facility maintenance, budgets and bookings
 - Manage beach/outdoor programs and tournament development, budget and schedule
 - Provides on and offsite support during programs & events
 - Hire and supervise Summer Beach & Outdoor Staff
 - Recruit and hire Coaches and Venue Coordinators for beach programs and tournaments
 - Review timesheets and complete payments and expense reimbursements
 - Assists with facility bookings, payments and venue allocations
 - Assists with draw development and support
 - Drafting & reviewing competition regulations
 - Leads Beach/Outdoor advisory group as required
3. Alberta Summer Games
- Promote the Alberta Summer Games throughout all zones
 - Recruit, hire, and oversee coaches
 - Complete all applications, registrations, evaluations, reports, and related administrative duties
 - Coordination and administration of Zone Tryouts
 - Manage payments and expense reimbursements



- Liaise and coordinate with the Sport, Physical Activity & Recreation staff and host communities

4. Other Duties

- Assist with the delivery of other programs and services as needed
- Manage and support advisory committees
- Social media support
- Provide logistical, planning, and on-site support Alberta hosted events including Nationals and International events
- Support Membership Registration
- Ensure relevant website area is kept up to date
- Complete reports for leadership & relevant Volleyball Alberta committees as requested
- 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 Friday, October 16, 2026.**

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