



Volleyball Alberta Career Opportunity

MANAGER, AGE CLASS & EVENTS

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, Age Class & Events is a full-time position based in Edmonton (Calgary office may be considered but Edmonton is strongly preferred). The position demands effective administration, organization and communication skills, with strong interpersonal skills and the ability to work within a team including volunteers and staff.

Responsibilities:

1. Indoor Age Class
 - Manage all aspects of their assigned indoor age class program including drafting & reviewing competition & signing regulations, supporting registration & person in authority checks, tournament schedule development, results tracking, and onsite and offsite support during events
 - Recruit, hire, schedule, train, and supervise a team of venue coordinators
2. Social Media & Communications (shared with Coordinator, Membership Services)
 - Draft communications plan and strategy for social media
 - Create and upload social media content throughout the year
 - Service all partnership & sponsor content, assist with newsletter.
3. Coordinate Beach & Outdoor Programs
 - Provide logistical support for Youth & Adult Beach Tournaments & Leagues
 - Lead beach facility maintenance, budgets, & bookings
 - Manage beach league development, budget, & schedule development,
4. Coordinate our Alberta Winter Games (AWG) program
 - Promote the AWG throughout all zones
 - Recruit, hire, and oversee coaches for these programs.
 - Assist with Zone Tryouts
 - Complete all applications, registrations, evaluations, reports, and related administrative duties

- Liaise and coordinate with our Sport, Physical Activity & Recreation consultant, and host communities.

5. General

- Provide on-going program evaluation and financial reporting.
- Serve on VA Advisory groups as required.
- Ensure relevant website areas are kept up to date.
- Complete reports for VA & their stakeholders.
- Assist in the organization and execution of Volleyball Alberta Premier Tournaments & Provincials, as well as Regional, National, International tournaments and events as required.
- Assist with the delivery of other VA programs and services.
- Undertake various projects and tasks as assigned.
- Serve as a VA 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	Diploma in Sport & Recreation
Preferred Education Requirements	Undergraduate degree in Sport Management, Kinesiology, Communications or Business Management
Required Skills	Database management, MS Office suite Volleyball or sport-related experience would be considered an asset. Ability to work evenings and weekends as required, access to reliable transportation.
Conditions of Employment	The successful applicant will be required to <ul style="list-style-type: none"> • Obtain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's Screening Requirements. • Provide proof of educational and professional credentials. • Standard First-Aid & CPR

Salary will be commensurate with the skills and qualifications of the successful applicant. As this is a permanent full-time position, there is an employee benefits package. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee c/o Diane Clarke at **executive@volleyballalberta.ca** by **Wednesday, October 5, 2022**. VA thanks all interested applicants however, only those selected for interviews will be notified.