



## **Volleyball Alberta Career Opportunity PROGRAM MANAGER - REFEREES**

The position of the Program Manager - Referees is a full-time position based out of the Calgary or Edmonton office. The position demands effective administration, organizational and communication skills, and the ability to work within a team including volunteers and staff.

### **Responsibilities:**

- Manage the allocation of referees for the Volleyball Alberta Premier and Provincial Championship series.
- Working with the Operations Director and bookkeeper to ensure accurate and timely payment of referees.
- Manage the allocation software for the province including the referee zone accounts.
- Assist the referee zones in the recruitment and retention of referees in Alberta.
- Grow and maintain the referee membership to ensure adequate coverage for all provincial requirements including school, club and post-secondary volleyball.
- Administer the screening program for referees and coaches in Alberta.
- Coordinate and manage the Alberta Summer and Winter Games program.
- Work with the Beach Referee assignor to recruit, develop and allocate referees for the Beach program.
- Communicate and promote programs via the Volleyball Alberta web site and social media.
- Assist with the staging of Premier and Provincial Championship tournaments as well as Nationals.
- Communicate and work collaboratively with staff, referees, coaches, sport partners, and volunteers.
- Work with volunteers on the Volleyball Alberta Leadership committee to further the development of referee and coaching programs in Alberta.

### **Qualifications:**

- Diploma or Degree in Sports Administration, Physical Education or equivalent is recommended.
- Working knowledge of volleyball including prior or current involvement in the sport.
- Provincial Level or higher Referee Certification in Volleyball is considered an asset.
- Excellent working knowledge of computers and Microsoft Office programs.
- Ability to coordinate programs to ensure proper administration, organization and delivery.
- Strong written and verbal communication skills.
- Knowledge and experience in budgeting.
- Ability to work independently with minimal supervision.
- Strong attention to detail and multi-tasking skills.

### **Requirements:**

- Evening and weekend work
- Personal vehicle

Salary will be commensurate with the skills and qualifications of the successful applicant. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee at [tgagnon@volleyballalberta.ca](mailto:tgagnon@volleyballalberta.ca) by **Friday, July 12, 2019**.

Only those applicants selected for interviews will be notified.