

Employment Opportunity

Program Coordinator

Sask Volleyball is a non-profit Provincial Sport Governing Body whose purpose is to develop and promote the sport of volleyball across Saskatchewan. The organization offers programs and services designed for a variety of ages and abilities, involving both grassroots and competitive, and indoor and outdoor volleyball.

Sask Volleyball is seeking to hire a new position titled Program Coordinator to work up to a full-time hours, on a permanent basis. The positions will be based in Regina, with travel around the province required periodically throughout the year. If you are creative, an excellent communicator, and have a passion for volleyball, this opportunity is for you!

Reporting to the Program Director, the successful candidate will be responsible to assist in planning, organizing, and delivering indoor and beach volleyball programs. The program involvement includes assistance with Indoor Sask Cups, Provincial Championships, Beach Tour and Provincial Championships, Tony Cote Games, and Grassroots programs. Involvement with other programs, and assisting with the organization's general administration, communications, and social medias is also possible for the right candidate.

Critical Behaviors

- Superior oral and written communication skills.
- Exceptional organization skills.
- Prioritize tasks and manage schedules.
- Work independently or in collaboration with a group.
- Technical & tactical knowledge in the sport of indoor and beach volleyball.

Qualifications

- Possess a valid driver's license, a reliable vehicle, and a willingness to travel within the province (Travel Policy applicable).
- Access to a laptop and cell phone for business purposes (reimbursement fee applicable).
- Successful completion of a Police Records Check before commencing employment.

Assets

- Playing or coaching experience in beach, indoor, and/or sitting volleyball.
- Completed some NCCP courses in beach and/or indoor volleyball.
- Experience with creating and managing sporting and/or volleyball events.
- Experience managing program budgets and finances.
- Experience delivering youth programming to large groups.
- Familiar with the Long-term Athlete Development model of physical literacy.
- Experienced with general office operations.

- Experienced with managing Social Media accounts.

Remuneration

- Depending on qualifications and experience.

Timelines

- Start Date:
 - Start date approximately November/December 2025, depending on applicant availability.
- Deadline to apply:
 - **Thursday, October 23, 2025.**

To apply, please send a cover letter and resume to:

CEO

Sask Volleyball

1750 McAra Street

Regina, SK S4N 6L4

Email: aaron@saskvolleyball.ca

For more information, please contact Sask Volleyball at 306-535-9231 or aaron@saskvolleyball.ca. All applications will receive a confirmation of receipt response. Only those applicants that Sask Volleyball wishes to interview will be contacted further.