



**Summer Program Coordinator**  
**Volleyball Prince Edward Island (VPEI)**  
**Location:** Charlottetown, PE  
**Reports to:** VPEI Executive/Technical Director

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### **About Volleyball Prince Edward Island**

Volleyball PEI is the recognized Provincial Sport Organization responsible for the governance, development, promotion, and delivery of indoor and beach volleyball across Prince Edward Island. We work collaboratively with athletes, clubs, coaches, volunteers, Sport PEI, and Volleyball Canada to support lifelong participation, athlete development, coach education, and excellence in performance.

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### **The Opportunity**

Volleyball PEI is seeking energetic, organized, and motivated **Summer Program Coordinator(s)** to support the planning, coordination, and delivery of summer volleyball programming across Prince Edward Island. Reporting to the Executive Director, this position will play an important role in supporting athlete development initiatives, summer camps, communications, and day to day program administration. This is an excellent opportunity for a student or young leader looking to gain valuable experience in sport administration, event coordination, and grassroots to high-performance program delivery.

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### ***Key Responsibilities***

#### **Program Coordination & Delivery**

- Support the planning, organization, and execution of VPEI summer volleyball programming
- Assist with the coordination of athlete identification camps, development camps, and training sessions
- Help organize logistics related to summer programming, including registration, scheduling, equipment, and participant communication
- Provide on-site support during camps, clinics, and other volleyball activities as required

#### **Administration & Operations**

- Assist with tracking registrations, participant payments, and program records
- Support the maintenance of coaching certification, screening, and related databases
- Respond to general inquiries from members, participants, and families in a professional and timely manner
- Assist with general administrative tasks and other projects as assigned

#### **Communications & Promotion**

- Support the promotion and marketing of VPEI summer programs through digital platforms and other communication channels
- Assist with website updates, social media content, and member communications
- Help ensure program information is accurate, current, and accessible to the volleyball community



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### Qualifications & Experience

- Strong communication and interpersonal skills
- Highly organized with the ability to manage multiple priorities and deadlines
- Ability to work independently and as part of a team
- Strong computer skills, including Microsoft Word, Excel, and online social media platforms
- Access to reliable transportation is required
- Ability to work flexible hours, including some evenings and weekends, as required
- Experience or familiarity with volleyball is considered an asset
- Coaching experience or NCCP certification is considered an asset
- Prior to start date, successful completion of the following would be required:
  - Criminal Record Check with Vulnerable Sector Check
  - NCCP Safe Sport Training
  - NCCP Anti-Racism in Coaching Training
  - First Aid/CPR (associated costs covered by VPEI)

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### Eligibility Requirements

To be eligible for this position, applicants must:

- Be under 29 years of age at the beginning of employment
- Be a Canadian citizen
- Have a valid Social Insurance Number (SIN)
- Be legally entitled to work in Canada
- Ability to transport to/from various locations across PEI
- *Returning to school in the Fall 2026 (considered an asset)*

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### Employment Details

- Term: 8-12 week through June-August 2026
- Compensation: \$17.00–\$20.00 per hour (commensurate with experience)
- Hours: 37.5 hours per week
  - Evening and weekend work as required based on program schedules
- Location: Charlottetown, PE, with travel within PEI as required
- *Please note: final hiring will be dependent upon confirmation of applicable funding.*

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### Equity & Inclusion

Volleyball PEI is committed to fostering a diverse, inclusive, and respectful workplace. We value the diversity of the communities we serve and believe that diverse perspectives and experiences strengthen our organization.

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### How to Apply

Please email your resume and cover letter to [vpeiadmin@gmail.com](mailto:vpeiadmin@gmail.com) before **April 17<sup>th</sup> 2026** with **Summer Job Application – Applicant Name** in the subject line. Only those selected for an interview will be contacted. Virtual interviews available for applicants located off-island.

*This job description outlines the general nature and level of work performed in this role and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications.*