



VOLLEYBALL CANADA

DOMESTIC EVENTS ASSISTANT

Reporting to: Director, Domestic Competitions
Location: Edmonton, Alberta
Type of Position: Full time - Contract (6 months)
Start Date: January 2018
Application Deadline: November 20th 2017

Volleyball Canada (VC) is a not-for-profit organization that oversees the development of Volleyball in Canada. In 2018, VC will be hosting the 2018 VC National Championships from May 16-22nd 2018 which will see 14U – 18U teams from across Canada competing for the title of National Champions. This event will welcome over 800 teams, 10,000 participants, and 15,000 spectators over a 7-day period. In addition to the youth Nationals; the Men's and Women's National Teams as well as the Men's and Women's Para National teams will be hosting international matches.

VC is seeking a Domestic Events Assistant to aid in the planning, preparation and execution of the 2018 VC National Championships. The ideal candidate will have strong communication skills, interpersonal skills, a positive attitude and an outgoing personality. Work is conducted in a fast paced environment, that during peak periods provides multiple and simultaneous deadlines/timelines. The Domestic Events Assistant will work independently out of Edmonton however will be required to work with the local Volleyball Alberta staff. Travel and weekend work will be required.

Accountabilities for 2018 Volleyball Canada Nationals:

Event crew

- Coordinate the recruitment and scheduling of event crew/staffing
- Develop training materials and on-site training plan
- Coordinate event crew logistics including clothing, meals, accreditation, etc.
- Onsite issue coordination and resolution
- Assist in planning and execution of event crew recognition

Equipment

- Liaise with Event Staff to identify all equipment needs
- Research suppliers, obtain quotes, purchase/rent new signage and equipment as required
- Coordinate all equipment acquisitions within the current sport equipment and signage inventory
- Identify directional signage needs and coordinate order and set up
- Familiarize with venue restrictions and event layout to ensure proper event set up



VOLLEYBALL CANADA

DOMESTIC EVENTS ASSISTANT

Shipping

- Assist in the development of the shipping and receiving plan
- Manage quality control of all incoming shipments
- Assist in the development and management of load-in, load-out schedule

General

- Liaison between Volleyball Canada and Volleyball Alberta, and service providers
- Tournament preparation (onsite set up, team packages, etc)
- Other Event coordination duties as required
- Liaison between Volleyball Canada and facility staff

Qualifications/Expertise:

- University degree/related work experience or equivalent in sport management, recreation, business or a related discipline.
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, volunteers, suppliers and the public in a pleasant and professional manner.
- Ability to show leadership to build and maintain excellent working relationships.
- Good knowledge of Microsoft Office Suite, Adobe Suite, the Internet and social media outlets is an asset.
- The ability to work independently demonstrating good judgment in a fast-paced environment with many conflicting priorities.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- A positive attitude and an outgoing personality.
- Previous experience managing inventories is an asset.
- Bilingualism is an asset (French/English, written/verbal).
- Ability to carry/move boxes items up to 50lbs.

Please send your detailed resume and cover letter attention to Caitlin Devlin at caitlin@volleyball.ca. Application deadline is Monday, November 20th 2017 (11:59 EST). Only those candidates selected for an interview will be contacted.