

**JOB DESCRIPTION**  
**Women's Indoor Team Coordinator Assistant**

**Organization:** Volleyball Canada  
**Position:** Assistant Women's Indoor Team Coordinator  
**Location:** Richmond, BC  
**Type of Position:** Summer Term Position  
**Hours of Work:** 20hrs/week

**Nature of Work**

Volleyball Canada (VC) is a not-for-profit organization that provides leadership and oversees the development of volleyball in Canada. During peak periods, the office is a fast-paced environment where multiple projects with varying deadlines/timelines must be completed simultaneously. This position will provide support and assistance in a variety of areas to help ensure the success of our Indoor Women's National team program. A strong set of communication, interpersonal and organizational skills, as well as a positive attitude and outgoing personality are a definite asset. Work hours are flexible; however occasional evening and weekend work will be required. Work is to be completed independently with general supervision. This position reports directly to the Director of High Performance (Indoor) & the Team Coordinator, Women's National Team.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

**Reports To:** Women's Indoor National Team Coordinator

**Job Summary:**

The WNT Assistant Coordinator plays a key role in supporting the age class National Teams in summer 2025. Additionally, the WNT assistant coordinator will play a key role in onboarding the Senior Women's National Team, as well as engage in Richmond Oval Event coordination, and overseeing gear and inventory needs. This role works closely with the Student Trainer Coordinator.

**Key Responsibilities (Including but not limited to):**

- **Age Class National Team Support**
  - Assist with the collection and maintenance of athlete information.
  - Assist with gear inventory and movement between venues.
  - Support jersey ordering and distribution in a timely manner.
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- **Women's National Team (WNT) Senior Support**
  - Assist with onboarding athletes.
  - Sort and distribute gear.
  - Pack necessary equipment and supplies for team tours.
  - Facilitate visa applications for team members.
  - Manage on-site inventory, including volleyballs, tech equipment, and gear.
- **Event Coordination & Promotion**
  - Assist in the planning and delivery of Red vs. White games for NextGen and/or Senior.

- o Act as a liaison with partners, including PVS and Oval.
- o Develop and implement strategies to promote Red vs White matches and increase engagement.

***Qualifications & Skills:***

- Experience in sports administration, event planning, or logistics.
- Strong organizational and multitasking skills.
- Proven ability to communicate effectively with staff and key stakeholders, both in person and remote
- Ability to coordinate with multiple stakeholders effectively.
- Preference Given to students fulfilling academic obligations

Application deadline is April 1<sup>st</sup>, 2025. Please submit your application to Thalia Hanniman, Human Resources Coordinator at [thanniman@volleyball.ca](mailto:thanniman@volleyball.ca).

