



Pathways Administrator

Organization: Volleyball Canada
Supervisors: Director, Athlete and Coach Pathways, Referee Development Manager
Location: Preference to Richmond BC or Ottawa/Gatineau
Type of Position: Full-Time
Salary Range: Commensurate with skills and/or experience

Nature of Work:

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of volleyball in Canada.

This position is a first point of contact for day-to-day administrative functions related to our athlete, coach, and referee pathway programs. Strong organizing, communication, interpersonal skills, and a positive attitude are a definite asset. Work will be completed supporting and in collaboration with Pathways Staff, with general supervision. Some travel and weekend work will be required.

Volleyball Canada hosts numerous activities on an annual basis. This position will play a role in the planning and administration of selection camps, training camps, events, and competitions

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.

Main Responsibilities:

Coach Pathways:

- Be the point of first contact, and general administrator as it relates to all coaching related inquiries, including coach registration, certification, and education
- Provide direct support, communication and verifying of mandatory coach eligibility, registration, and requirements
- Support the development and delivery of resources for coach education including but not limited to:
 - Newsletters, social media, Website, e-learning modules
 - Coach Symposiums, Coach workshops, Coach resources



Referee Development

- Day to Day support and communication of referee eligibility registration, requirements, and general inquiries
- Coordination of referee registrations and reporting (trends, analysis, offline fee collection)
- Liaison for referees regarding fee payment, and expense submissions
- Event Support, including General referee communications, coordination of accommodations and travel for referees and Referee Development Team
- Coordination, liaison, and support of Provincial / Territorial Associations referee programs
- Support communication resources (Rulebook, Newsletters, social media, Website)
- Assistance with resource support for National Referee Committee. Assist in meetings, clinic setup etc.

Athlete Pathways

Regional Excellence Programs:

- Be the primary contact and administrator regarding the Regional Excellence Programs. This includes all aspects of program administration including program registration, communication with athletes/coaches, facility bookings, gear, equipment, policies & procedures, administrative tools (templates, contact lists, website etc.)
- Coordinate with suppliers and centres to ensure equipment and gear requirements are met (shirts, balls etc.)

Youth National Team Program: U19 Women, U19 Men, U21 Women:

- Assist in the administration of these programs, including but not limited to: Athlete registrations, logistics, communications, timelines, staging, and program reporting of Youth National team programs. This may include both domestic and international competitions.
- Provide onsite assistance as needed for the program,

Other Duties:

- Execute/Administer Sport Safety requirements
- Event and meeting support as required- Canada Cup, and VC National Championships, etc.
- Other duties as required by Volleyball Canada

Qualifications/Expertise:

- Undergraduate degree or equivalent experience in sport administration, recreation, business, or a related discipline.
- Bilingualism (French/English) is an asset
- Excellent interpersonal skills with the ability to communicate verbally and in writing with all stakeholders in a pleasant and professional manner
- Demonstrated expertise in Microsoft Office is required



- Experience with registration systems is an asset
- The ability to work independently, as well as with a virtual team
- Strong organization and time management skills with the ability to set priorities and meet deadlines.
- Valid Canadian Driver's License
- Knowledge of Volleyball/sport programming is an asset

Resumé and cover letter should be forwarded to Dawna Sales (dsales@volleyball.ca) by October 26th, 2022. Only those selected for an interview will be contacted.