



VOLLEYBALL CANADA

BEACH NATIONALS INTERN

Organization:	Volleyball Canada
Position:	Intern, Beach Nationals
Location:	Ottawa/Toronto, ON or Virtual
Type of Position:	Internship (May 2024 – September 2, 2024)
Hours of Work:	Full-Time, 35hrs/week
Application Deadline:	March 7 th , 2024
Compensation:	Honorarium - \$3000

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. A strong set of communication, interpersonal and organizational skills, as well as a positive attitude and outgoing personality are definite assets. Work hours are flexible; however, occasional travel and weekend work will be required. All out of town travel expenses are covered by Volleyball Canada. Work is to be completed independently with general supervision. This position reports directly to the Beach Programs & Events Coordinator.

Volleyball Canada will host its Youth and Senior Beach National Championships in Toronto, Ontario and Vancouver, British Columbia in 2024 along with the University & College Beach Nationals. The three events will welcome over 400 teams and 1,000 participants, during the three-day tournaments. This internship will support the Beach National Championships while independently managing various projects relating to the events. The successful applicant will be expected to travel to one or more of the events for the duration of the event, including a few days before and after for set-up and wrap-up.

The internship will support all planning and execution aspects related to Beach Nationals however responsibilities will focus on the following:

- **Competitions**
 - Support the Nationals email account. Respond to questions pertaining to the logistics of Beach Nationals (e.g. competition, venues, transportation, etc.)
 - Assist with team and coach check-in preparation and on-site management
 - Prepare and oversee the administration of the Beach Travel Subsidy Program, including tracking, reporting and payment distribution
 - Prepare and oversee the management of public registration lists for all events
 - Assist with event seeding, including tracking all provincial championships and senior points and compiling seeding information from each
 - Prepare and oversee the tracking of University & College Proof of Status submissions
 - Process competition apparel and partner change requests for all events
 - Work with event schedulers and registration coordinator to update court and venue maps
- **Equipment Coordination**
 - Assist with rental of administrative and competition equipment for all events (bleachers, radios, computers, tables/chairs)
 - Assist with the management of all signage and equipment distribution and tracking
 - Assist with shipping and logistics

- **Equipment Rental Program**
 - Prepare and oversee the Equipment Rental Program including developing product guides and rental forms and overseeing the set-up and delivery on-site
- **Partner/Sponsorship Support**
 - Assist with the planning, development and fulfillment of partner/sponsor activations
 - Assist with the set-up and management of event merchandise on-site
 - Develop an information sheet to train on-site merchandise staff
- **Event Awards and Ancillary Events**
 - Assist with the planning and execution of awards ceremonies
 - Assist in the planning and coordination of all feature court activations
 - Lead the planning and management of Beach Nationals Champion Clinics
 - Lead the planning and management of Beach Nationals legacy initiatives, including, but not limited to:
 - Beach Nationals Beach Clean-Up
 - VC Youth Beach Camp
 - Assist with the planning and management of all other Beach Nationals ancillary events
- **Post-Event Duties**
 - Post-event survey support
 - Organizing event photos and create event albums
 - Support the Events staff with the post event debrief
 - Compile and post competition results
 - Compile competition statistics
 - Assist with managing administration of participant fines and sanctions
- **Other duties as assigned by the Domestic Competitions Director and Beach Programs & Events Coordinator**

Qualifications and Expertise

- Excellent interpersonal skills with the ability to communicate in a pleasant and professional manner both verbally and in writing with staff, athletes, volunteers, suppliers and the general public
- Ability to work independently and demonstrate good judgment in a fast-paced environment with many conflicting priorities
- Strong organizational and time management skills, with the ability to prioritize, multi-task and meet deadlines
- Able to identify problems and work with others to resolve them
- Detail oriented and able to double check work to ensure accuracy
- Ability to show leadership to build and maintain excellent working relationships
- Demonstrated expertise in Microsoft Office
- A positive attitude and willingness to learn on the job and take initiative
- Event experience in a sport setting either as a participant or volunteer would be considered an asset
- Knowledge of the sport of volleyball (beach or indoor) would be considered an asset
- Bilingualism (French/English) is considered an asset
- Preference given to students fulfilling academic obligations in Ottawa or Toronto (GTA)

Volleyball Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability

Applications: Please send your resume and cover letter to Lia Diffin at ldiffin@volleyball.ca. The closing date for applications will be **Thursday, March 7th**. Only those candidates selected for an interview will be contacted.