



VOLLEYBALL CANADA

EVENTS INTERNSHIP

Organization:	Volleyball Canada
Position:	Events Intern
Location:	Ottawa, ON or Virtual
Type of Position:	Internship (Fall 2024– August 29, 2025)
Hours of Work:	Part-Time, 24hrs/week
Application Deadline:	October 6, 2024
Compensation:	Honorarium - \$1000/Semester

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.

Volleyball Canada will host 4 National Championship events across the country in 2025 which will welcome over 1000 teams and 30,000 participants throughout the month of May 2025. This internship will support the 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 the event for set-up and wrap-up. Following indoor nationals, the intern will continue to support planning and execution of Canada Cup in July 2025 and Beach Nationals in August 2025.

Responsibilities will focus on the following:

- **Competitions**
 - Be a part of the general Nationals email account. Respond to questions pertaining to general inquiries of the events (e.g. competition, venues, transportation, etc.)
 - Assist with athlete/team accreditation plan and implementation
 - Prepare and deliver the sneaker recycling program
 - Assist in the planning and running of the 18U participant's party
 - Prepare the rental of administrative and logistical equipment needed on-site for the event including computers, printers, radios etc.,
 - Assist with planning and delivery of onsite activations
- **Practice Schedules**
 - Prepare the practice schedule booking software
 - Assist with processing practice time requests and prepare the practice schedules for all Nationals' events
 - Work with event schedulers and the registration coordinator to ensure court specifications match the practice schedule layout
- **Ticketing**
 - Prepare and implement the event pass pre-sale for spectators
 - Support incoming ticket sales and related questions and inquiries
 - Develop an information sheet to train on-site ticketing staff
 - Coordinate Will Call and event pass sales on-site
 - Create signage for public information on event passes
- **Post-Event Duties**
 - Post-event survey support

- Support the Events staff with the post event debrief
- Compile and post competition results
- Compile competition statistics (concussions/injuries, warm-ups, cards & other infractions)
- **Canada Cup**
 - Prepare and support the event pass pre-sale for spectators
 - Support the POS system onsite
 - Coordinate Will Call and event pass sales on-site
 - Assist with onsite operations:
 - Result inputting
 - Tablet management
 - Roster verifications
 - Assist with the All Star and Maple Award distribution
 - Assist with the awards ceremony and tracking
 - Support the rentals of administrative and logistical equipment needed on-site for the event
- **Other duties as assigned by the Domestic Competitions Director and Events Staff**
- **Other possible events that the intern may attend and assist with based on workload and schedule**
 - Senior Nationals
 - Beach Nationals
 - International Events

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
- Detail oriented and able to double check work to ensure accuracy
- Ability to show leadership to build and maintain excellent working relationships
- Experience in Microsoft Office is an asset
- 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 would be considered an asset
- Bilingualism (French/English) is considered an asset
- Preference given to students fulfilling academic obligations

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

Please send resumes to Shelby Prilisauer at shelby@volleyball.ca