



BEACH PROGRAMS & EVENTS COORDINATOR

Organization: Volleyball Canada
Supervisors: Director- Domestic Competitions, & Beach HP Manager
Location: Toronto, Ontario
Type of Position: Full-time

Nature of Work:

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

This position is an entry level position, a first point of contact and is responsible for communicating information regarding programming and events, and working within multiple departments to execute events. Strong communication and interpersonal skills, and a positive attitude are a definite asset. Work is completed independently with general supervision. Some travel may be required, and during the months in which Beach National Team training occurs indoors (October- May), weekend work will be required.

Beach events

Beach Nationals

- Oversee the planning and execution of Beach Nationals including registration, seeding, schedules, staffing,
- Staff resource person relating to the National Beach Committee in supporting meetings and general planning
- Create a 5-year Beach Nationals hosting plan including a hosting cycle, identification of new revenue generation opportunities, event activations, etc.
- Work with national team coaching staff and national team alumni to implement on-site activations
- Content management for the website
- Planning and implementation of communication & social media

Canada Cup (Beach):

- Handle general inquiries related to the events.
- Participate in event planning, administration and coordination of pre event, on site and post event.
- Maintain competition website & results
- Work with the Program Manager to secure travel information and services on site, including accommodations and food services.
- Liaise with media and/live streaming, including social media leading up to and on site during the event
- Ensure event services are in place, including medical, minor officials and be the contact for the officiating team
- General assistance as required in venue preparations, and event preparations

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Budget and Finance

- In conjunction with event staff, prepare budget reports as it relates to events
- Ensure proper documentation is obtained for all expenditures. All significant expenses must have prior approval by the appropriate authority (Immediate Supervisor, COO etc.)

Beach HP Programs

- Assist as required with administrating the ongoing execution of Beach National Team and High Performance Centre (HPC) programs, services, and events for athletes, coaches and volunteers.
- Lead and assist events at the HPC as required
- Support Beach HP staff as required by the Beach HP Manager, and Beach HP Director
- Scheduling of the HPC training courts and monitoring of the HPC equipment inventory.
- Collecting individual HPC athlete forms (FIVB, NORCECA, etc.) and training/competition plans
- Monitoring HPC athlete whereabouts, working with the communications department to ensure coverage of all relevant events
- Supporting both Volleyball Canada (VC) and HPC events and meetings as needed.
- Updating the VC website, and assisting with Social media communications and press releases as required.

Other

- Other duties as assigned by Volleyball Canada.
- Provide on-going evaluation and reporting
- Attend staff, Hosting Group and Event Committee meetings as required
- Support other Volleyball Canada events as needed

Qualifications/Expertise:

- University /college degree or equivalent in sport management, recreation, business or a related discipline.
- Proven ability to work within a team environment
- Excellent interpersonal skills - able to communicate in a pleasant and professional manner.
- Bilingualism - French and English - is a strong asset
- Valid Driver's License
- Previous experience with Registration Software would be considered an asset
- Excellent interpersonal skills with the ability to communicate with the staff, athletes, volunteers, supporters and the public in a pleasant and professional manner.
- Experience with social media tools
- Computer literate. Good knowledge of Microsoft Office Suite, Adobe Suite, and previous website maintenance experience

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Please send your detailed resume and cover letter attention to Lucie Leclerc at lucie@volleyball.ca

Application deadline is Sunday, September 8th 2019 (11:59 EST).

Only those candidates selected for an interview will be contacted.

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