



# VOLLEYBALL CANADA

## DOMESTIC COMPETITIONS INTERN

Organization:	Volleyball Canada
Position:	Intern, Beach Nationals
Location:	Ottawa, ON or Toronto, ON
Type of Position:	Internship (May 2023 – August 2023)
Hours of Work:	Full-Time, 35hrs/week
Application Deadline:	March 3 <sup>rd</sup> , 2023
Compensation:	Honorarium

### 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 national events. 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.

### Beach National Championships Duties

Volleyball Canada will host its Youth and Senior Beach National Championships in Toronto, Ontario and Vancouver, British Columbia in 2023. Both events will welcome over 350 teams and 800 participants, during the three-day tournaments. This internship will support the Beach National Championships while independently managing various projects relating to both events. The successful applicant will be expected to be onsite for the duration of the Toronto event, including a few days before and after for set-up and wrap-up. Responsibilities during the internship will include but are not limited to:

- **Competitions**
  - Assist with seeding of teams, including tracking all provincial championships and senior points and compiling seeding information from each
  - Work with PTAs and National Beach Committee to manage the Beach Nationals Exemptions and Partner Requests process
  - Assist with coach certification review to ensure all competition requirements are met
  - Organize and assist with the preparation of on-site team and coach check-in
  - Assist with the planning, development and fulfillment of sponsor activations
  - Assist with the management of the Nationals email account and respond to questions pertaining to Beach Nationals
- **Equipment Coordination**
  - Manage the rentals of administrative and logistic equipment needed on-site for the event
  - Oversee the management of all signage and equipment distribution and tracking
  - Assist with shipping and logistics
- **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
- **Other duties as assigned by the Domestic Competitions Director and Beach Programs & Events Coordinator**
- **Other possible events**
  - University & College Beach National Championships

### 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
- Experience with social media platforms and tools
- 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 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

*Subject to human rights legislation, Volleyball Canada requires the successful candidate to be fully vaccinated as a condition of the internship and as a part of its legal obligation under the Occupational Health and Safety Act. Proof of vaccination will be required at a later date along with reasonable proof of the existence of a protected ground under human rights legislation, if applicable."*

**Applications:** Please send your resume and cover letter to Lia Diffin at [ldiffin@volleyball.ca](mailto:ldiffin@volleyball.ca). The closing date for applications will be **Friday, March 3<sup>rd</sup>, 2023**. Only those candidates selected for an interview will be contacted.