



## VOLLEYBALL CANADA INDOOR MEN'S NATIONAL TEAM

<b>Organization:</b>	Volleyball Canada
<b>Position:</b>	Program and Events Assistant
<b>Location:</b>	Gatineau, QC
<b>Type of Position:</b>	Term (April 3 to December 15, 2023)
<b>Hours of Work:</b>	35-40hrs/week
<b>Compensation:</b>	To be discussed

### Volleyball Canada

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 or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

### 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 Indoor Men's National Team programs and upcoming events in the region. A strong set of communication, interpersonal and organizational skills, as well as a positive attitude and outgoing personality are a definite asset. Work hours are flexible; however occasional evening and weekend work will be required. Work is to be completed independently with general supervision. This position reports directly to the Men's National Team Coordinator.

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.

### Indoor National Team Duties

**The selected candidate will be the lead coordinator at the National Team Training Centre when the Men's National Team Coordinator is travelling. The selected candidate will also be the lead coordinator for the Men's 2023 National Excellence Program, which will run from September 6 to December 15, 2023.**

Responsibilities will include but are not limited to:

- **Team Support**
  - Assist with pre-arrival for training camp: program plans, athlete communications, logistics (meals, transportation, training, accommodation, airport pick up/drop off)
  - Responsible for on-going communication to all athletes & support staff for the smooth running of team trainings, competitions, activities and events
- **Team Equipment**
  - Responsible for team equipment, any necessary screening / embroidery required and the inventory of all required team equipment including such item as uniforms, shoes, track suit, training clothes etc.
  - Ensure all athletes and support staff receive their necessary allotment of training and competition equipment

- **Athlete Support Services**
  - Athlete Profile Information- updates for database
  - Update Athlete Handbook
  - Assist athletes with various needs and issues that arise
- **Tour / Event Support**
  - Provide support for travel arrangements for domestic & international tours
  - Assist the Organizing Committee with International competitions in the region (team services, accommodation, meals, transport)
  - Assist with visa application when required. Ensuring all athletes passports are updated and valid for travel
  - Ensure all travel requirements such as vaccinations or other are researched, coordinated and arranged
  - Ensure all necessary documentation required for each competition is completed as per deadlines, including 02 form, 02bis form, registration fee payments, M3 and L1 forms, etc
- **Public Relations**
  - Provide the Director of Communication information to help with the write-up of press releases
  - Assist in managing the Volleyball Canada website

### **2023 Volleyball Nations League & Hosting of Team Brazil – Gatineau / Ottawa (May 30 to June 12, 2023)**

#### **Must be available to work during the event**

Responsibilities will include but are not limited to:

- **Event Logistics (Team Services)**
  - Assist with accommodation of teams and delegates
  - Assist with coordination of meals requirements & schedule
  - Assist with training and competition schedule
  - Assist with transportation schedule (airport/practice/match)
  - Assist with volunteers (team hosts)
  - Assist other staff members with various on-site projects
- **Other duties as assigned by the Director, Indoor 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 strict deadlines
- Ability to show leadership to build and maintain excellent working relationships
- Bilingualism (French/English)
- 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
- Valid driver's license required
- Demonstrated expertise in Microsoft Office

#### **Application deadline:**

March 12, 2023

**Send a cover letter, a resume, and three (3) references BY E-MAIL ONLY, to:**

**Cassandra Nicol**  
**Coordinator, Men's National Team**  
**Volleyball Canada**  
[\*\*cnicol@volleyball.ca\*\*](mailto:cnicol@volleyball.ca)

*We thank all applicants, however, only the candidates selected for an interview will be contacted.*

