

## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Sport Program Administrative Coordinator
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Primary: Technical Director; Secondary: Manager of Volleyball Operations
<b>Work Type</b>	Temporary, part-time (flexible hours; 20 – 35 hours per week). Contract ends February 28, 2021. <b>Note: this position is funded by the Canada Summer Jobs Project.</b>
<b>Hourly Wage</b>	\$15/hr
<b>Start Date</b>	Flexible (mid-December to early January)
<b>Closing Date</b>	Competition will remain open until 5:00 PM PST, Monday, December, 7, 2020

### JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC.

We are seeking an enthusiastic and highly-motivated individual to join our organization in a dynamic, temporary sport-administration role located in the Lower Mainland. Reporting to the Technical Director and the Manager of Volleyball Operations, the Sport Program Administrative Coordinator is responsible for supporting the planning, promotion, implementation, and evaluation of Team BC programs across the province. Based at the Harry Jerome Sports Centre in Burnaby, this position requires the ability to regularly work evenings and weekends for the duration of the contract in addition to regular office hours. The Sport Program Administrative Coordinator will assist with a large number of administrative tasks and will gain valuable and relevant work experience in sport and recreation. This temporary role is an excellent opportunity for individuals studying Sport Administration, Kinesiology, Education and/or Business Administration. The successful candidate will be an outgoing, articulate individual who has a strong passion for sport and is used to working in a dynamic team atmosphere.

### ROLE AND RESPONSIBILITIES

#### 1. Duties

- Regular email and phone communication with members;
- Database management and maintenance;
- Event administration and planning;
- Post-program evaluation and follow-up;
- General office duties and tasks as required;
- Other duties as required.

#### 2. Working Conditions

- Primary working location is a standard office environment (approximately 80%);
  - Volleyball BC offices are located at the Harry Jerome Sports Centre (HJSC) in Burnaby, BC V5A 1E7;
  - Must also have access to a suitable home office space in the event that COVID-19 impacts access to the HJSC;

- Approximately 20% of time spent to be spent off-site at indoor sport facilities such as gymnasiums;
  - Direct exposure to loud noise due to live sports, whistles, and music in an enclosed area;
- Team-based role within the organization and required to regularly work with others and stay connected via phone, email, internal messaging systems, etc. during office hours;
- Regular weekend and evening work for the duration of the contract in addition to regular office hours.

## QUALIFICATIONS

### 1. Required Knowledge, Skills, Abilities:

- Basic understanding of sport administration (i.e. event planning, tournament draws, coaching);
- Microsoft Office knowledge and strong computer skills;
- Ability to work both independently and on a team;
- Very strong communication and interpersonal skills;
- Excellent problem-solving and customer service skills;
- Strong administrative and organizational skills applied in a busy working environment;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment);
- English required;
- In order to meet the [Canada Summer Jobs Project](#) funding requirements, applicants must be:
  - Between 15 - 30 years of age at the start of employment;
  - Legally entitled to work in Canada.

### 2. Training and Experience:

- Some education in a relevant area of study preferred (i.e. Kinesiology, Recreation Management, Business Administration, or Education);
- 1 year of customer service experience preferred;
- Experience working in a busy office-environment preferred;
- Volleyball experience considered a valuable asset (coaching, playing, refereeing, team management, etc.);
- Event management and program development are considered an asset.

### 3. Licenses, Certificates and Registrations:

- Completion and maintenance of clear Criminal Record Check required;
- Valid Class 5 Drivers License issued in British Columbia is considered an asset;
- Any Long-Term Athlete Development (LTAD), Physical Literacy training, and/or NCCP coach education is considered an asset;
- First-Aid and CPR training is considered an asset.

## APPLICATION DETAILS

Please forward resume and available start date to [hire@volleyballbc.org](mailto:hire@volleyballbc.org) by 5:00 PM PST on Monday, December, 7, 2020

*We wish to thank all applicants for their interest; however only those invited to interview will be contacted.*

