

POSITION PROFILE

JOB INFORMATION

Job Title	Vancouver Island Regional Manager
Organization	Volleyball BC
Reports to	Manager of Volleyball Operations
Work Type	Permanent, 1.0 FTE (40 hours per week); may accommodate part-time hours for suitable candidate (minimum 0.6 FTE required)
Salary	\$50K annual salary, non-negotiable
Start Date	Early January 2021
Closing Date	Competition will remain open until 5:00 PM PST, Monday, December, 14, 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, sport-administration role located on Vancouver Island. Reporting to the Manager of Volleyball Operations, the Vancouver Island Regional Manager is responsible for overseeing the development of volleyball across Vancouver Island while supporting strategic initiatives throughout BC. The Vancouver Island Regional Manager oversees the selection and management of event staff and gym coordinators in their region, maintains relationships with key stakeholders and facilities, and is capable of organizing and executing large-scale sporting events. This position requires the ability to work some evenings and weekends at various facilities across Vancouver Island, with regular weekend work during the indoor club volleyball season. The successful candidate will work from a home-based office on Vancouver Island with the ability to travel around the island and the Lower Mainland for staff meetings and events when required.

ROLES AND RESPONSIBILITIES

1. Duties

- Main point person for Volleyball BC on Vancouver Island with very regular communication with members, clubs, stakeholders, and facilities;
- Identifying opportunities and developing partnerships for volleyball programming and services based on community need across Vancouver Island;
- Support, liaison, and assistance for local volleyball clubs and organisations;
- Updating online schedules and management of event registration system for all Vancouver Island events;
- Event management, execution, and on-site coordination and program delivery as required throughout the year for club and beach events, community programs, Team BC camps, and VBC clinics;
- Planning and execution of the annual High School Beach Open in Parksville, BC (160+ teams);
- Management of all Island High Performance programs and Team BC tryouts;
- Position coordinates with Regional Managers, Manager of Volleyball Operations, Technical Director, Director of Volleyball Operations, Office Manager, and at certain times of the year, Adult Programs Manager;
- Annual budget tracking and reporting;
- Other duties as required.

2. Supervisory Responsibilities

- Hiring, management, and evaluation of part-time and seasonal event staff and coaches;
- Required to manage 5 - 7 temporary contract staff at large-scale volleyball events (5+ satellite sites and 50+ teams);

- Responsible for the storage, maintenance, and inventory tracking of valuable program equipment and supplies;
- Updates and manages all event draws and schedules for Vancouver Island region during indoor club season.

3. Working Conditions

- Primary working location is a home-based office environment (approximately 75%)
 - Must have access to a suitable home office space;
- Approximately 20% of time spent at indoor sport facilities such as gymnasiums
 - Direct exposure to loud noise due to live sports, whistles, and music in an enclosed area;
- Approximately 5% of time spent at outdoor beach facilities
 - Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- Required to travel across Vancouver Island with volleyball equipment – access to personal vehicle is required;
- Required to travel to Lower Mainland for staff meetings and work events as required (approximately 3 - 5 times per year);
- This is an independent role within the organization, but the incumbent is expected to be in regular contact with the team and to be responsive via phone, email, internal messaging systems, etc. during office hours.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Basic understanding of volleyball programming is required (i.e. event planning, tournament draws, coaching, practice planning);
- Knowledge of Microsoft Office and strong computer skills;
- Ability to work both independently and in a team under stressful and high-pressure situations;
- Very strong communication and interpersonal skills;
- Excellent problem-solving and conflict resolution skills with the proven ability to lead others;
- Highly organized and proactive with superb time-management in a busy working environment;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to move large and heavy equipment).

2. Training and Experience:

- Completion of four-year university degree in relevant field preferred (i.e. Recreation Management, Business Administration, or Education);
- 2 – 3 years of event management and program development experience preferred;
- 2 years of customer service and staff supervisory experience preferred.

3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- Development Coach Certified preferred OR willing to obtain within one year of start date;
- Any Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset;
- First-Aid and CPR training is considered an asset.

APPLICATION DETAILS

Please forward resume to hire@volleyballbc.org by 5:00 PM PST on Monday, December 14, 2020.

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

