



## VOLLEYBALL BC EMPLOYMENT NOTICE: SUMMER EVENT STAFF

**Volleyball BC** is the provincial sport governing body that actively encourages and enables all residents to participate, enjoy, and excel in the sport of volleyball.

Our summer programs involve over five hundred teams playing in weeknight leagues and three hundred teams playing in weekend tournaments from April to August. We are looking for enthusiastic, qualified individuals to coordinate our summer programs. Successful candidates will be outgoing, responsible, and strong team players. Staff must be available to work weekends and evenings as well as regular office hours. They must be comfortable working outdoors in all weather conditions, doing some heavy lifting, and interacting with participants, staff, and volunteers.

### Summer Event Staff Positions:

#### 1. Full-time Event Coordinators (up to 5)

- 35 hours/week for up to 20 weeks at \$13.00/hour
- April 18 - August 31 or May 16 - August 31 (start dates are flexible)
- Responsibilities:
  - **Coordinate events** including: facilitating leagues and tournaments, website upkeep, administrative office duties, planning social events, supporting high profile tournaments, completing event report forms, equipment inventory, and maintenance.
  - **Marketing/promotion** including: recruitment of participants, ongoing communication with participants, and special event participation.
- Applicants must be registered as full-time students this year and intend to return to school full-time next year

#### 2. Part-time Event Assistants (up to 3)

- 3 - 18 hours/week for up to 16 weeks at \$10.25/hour (start dates are flexible)
- May 11 - August 31; primarily weeknights 3:00 - 9:00pm and/or weekends 6:00 - 9:00am/2:00 - 5:00pm
- Responsibilities:
  - **Assist with events** including: on-site set-up at leagues and tournaments, administrative duties, and equipment maintenance.
  - **Marketing/promotion** including: communicating with participants and promoting social events.

### Qualifications

- Knowledgeable about the game of volleyball, coaching experience is a bonus
- Good organizational, administrative, and communication skills
- Willing to work evenings and/or weekends and flexible to travel
- Valid driver's license
- Proactive attitude and strong interpersonal skills
- Education in sport administration, kinesiology, marketing, and communications an asset
- Standard first aid certification
- Experience with webpage and social media management
- Event coordination or management experience

**How to Apply** Send résumé and cover letter to Mairi MacDonald by 9:00am on Monday February 29, 2016.

**Email:** [adult@volleyballbc.org](mailto:adult@volleyballbc.org)

**Mail or In Person:** Volleyball BC, 7564 Barnet Highway, Burnaby BC, V5A 1E7.

**Note:** Only applicants who are selected for an interview will be contacted.