

POSITION PROFILE

JOB INFORMATION

Job Title	Auxiliary Staff (multiple positions)
Organization	Volleyball BC
Reports to	Manager of Volleyball Operations
Work Type	Auxiliary
Hourly Wage	\$17.50/hr (inclusive of 4% vacation pay of total wages)
Start Date	TBD
Closing Date	Competition is ongoing

JOB OVERVIEW

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

VBC's programs involve hundreds of teams and participants playing in clinics, camps tournaments, and various leagues throughout the year. We are looking for enthusiastic, qualified individuals to staff our programs. Successful candidates will be outgoing, responsible, self-motivated and strong team players. Staff must be available to work weekends and evenings as well as occasional office hours. This position requires the ability to work at various locations throughout the Lower Mainland (LM) and Fraser Valley (FV) for the duration of employment. Duties will include working both indoors and outdoors in all weather conditions, lifting heavy sporting equipment, and interacting with participants, staff, and volunteers.

ROLES AND RESPONSIBILITIES

1. Duties

- **Support the coordination and implementation of events, leagues and clinics** including, but not limited to: event promotion and registration, organization and set-up of equipment, delivery of high-quality customer service for coaches and participants, development of schedule and recording of results, performance of daily tasks relevant to the event, league and/or clinic.
- **Supervision of the Harry Jerome Sports Centre parking lot during major events:** set-up and tear-down of equipment and signage, providing a visible presence for facility patrons, distribution of parking passes, liaising with facility staff to ensure accurate management of parking sales.
- **Assist with high performance development including:** delivery of high-performance selection camps and programs, providing input for coach selection, assisting various staff with administrative tasks.
- **Other duties and responsibilities as required**

2. Working Conditions

- Primary working locations will be indoor facilities such as gymnasiums, outdoor facilities (i.e., beach and/or grass courts), and a standard office environment:
 - While working at indoor facilities, there will be direct exposure to loud noise due to live sports and music in an enclosed area;

- While working at outdoor facilities, there will be direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- 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.
- Required to travel throughout the LM and FV with volleyball equipment – access to a personal vehicle is preferred.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Knowledge of volleyball or similar sport (i.e., tournament draws, league scheduling);
- Strong communication and interpersonal skills;
- Willing to work evenings and weekends at various locations around the LM and FV;
- Proactive and friendly attitude;
- Good organizational and administrative skills;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment);
- English required.

2. Training and Experience:

- Completion of post-secondary courses in relevant field is considered an asset (i.e., sport administration, kinesiology, marketing, communication);
- Event coordination, customer service and staff supervisory experience are considered an asset;
- Experience with webpage and social media management is considered an asset.

3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- 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

Volleyball BC 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, gender, sexual orientation, age, marital status, family status or disability.

Please forward cover letter and resume to hire@volleyballbc.org. Competition is ongoing and will remain open.

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