

POSITION PROFILE

JOB INFORMATION

Job Title	Sports Program Coordinator, Okanagan – Summer Staff 2022 (2 positions)
Organization	Volleyball BC
Reports to	Okanagan Regional Manager
Work Type	Temporary. 30 hours per week for up to 12 weeks. Note: this position is funded by the Canada Summer Jobs Project.
Hourly Wage	\$18.50-\$20.00/hr (wage commensurate with experience)
Start Dates	Coaching Coordinator - Immediate Competitions Coordinator - June 1st, 2022
Closing Dates	Coaching Coordinator - Competition will remain open until the position is filled. Competitions Coordinator - Thursday, May 19th, 2022.

JOB OVERVIEW

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

VBC's 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, 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 Thompson-Okanagan for the duration of the summer. Duties will include working outdoors in all weather conditions, lifting heavy sporting equipment, and interacting with participants, staff, & volunteers.

Two **Sports Program Coordinator, Okanagan** positions are available. Each has a different focus but similar roles and responsibilities:

- The **Coaching Coordinator** will focus on creating opportunities for youth to train and develop, such as the Team BC Regional Training program and community programs like Smashball or day-camps.
- The **Competitions Coordinator** will focus on creating opportunities for youth to play and perform, such as beach tournaments, leagues, and other competitions.

ROLES AND RESPONSIBILITIES

1. Duties

- **Support the coordination and implementation of beach events and clinics including:** 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.
- **Assist with high performance development including:** delivery of high-performance selection camps and programs, providing input for coach selection, assisting the Manager of Volleyball Operations with administrative tasks.
- **Implement indoor and outdoor events and camps including:** event promotion and registration, liaising with coaches and participants, ordering and distribution of prizes, providing oversight to camp coaches.
- Adherence to COVID-19 safety policies and procedures.

2. Working Conditions

- Primary working locations will be remotely from the employee's home office, and in-person at outdoor facilities (i.e., beach and/or grass courts), and indoor facilities such as gymnasiums:
 - Must have access to a suitable home office space.
 - 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;
 - While working at indoor facilities, there will be direct exposure to loud noise due to live sports and music in an enclosed area.
- Required to travel throughout the Okanagan 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 occasional evenings and weekends at various locations around the Thompson-Okanagan;
- 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;
- **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:

- 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

Please forward cover-letter and resume to Fraser McIntosh at okanagan@volleyballbc.org by 5:00 PM PDT on Tuesday, May 18, 2022.

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

