



## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Lower Mainland Regional Manager
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Manager of Volleyball Operations
<b>Work Type</b>	1 year contract-term, 1.0 FTE (40 hours per week)
<b>Start Date</b>	October 2023
<b>Closing Date</b>	Competition will remain open until 5:00 PM PDT, Sunday, September 17, 2023
<b>Salary</b>	\$48,500 - \$62,700 per annum based on a combination of experience and qualifications

### 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 in the Lower Mainland. Reporting to the Manager of Volleyball Operations, the Lower Mainland Regional Manager is responsible for overseeing the development of volleyball throughout the Lower Mainland while supporting strategic initiatives throughout BC. The Lower Mainland 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 throughout the Lower Mainland, with regular weekend work during the indoor club volleyball season. The incumbent will work from Volleyball BC's head office at Harry Jerome Sports Centre, with an opportunity for a mixed schedule to include some remote work. The incumbent will need the ability to travel around the Fraser Valley and the Lower Mainland for staff meetings and events when required.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Main point person for Volleyball BC in the Lower Mainland 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 the Lower Mainland;
- Support, liaison, and assistance for local volleyball clubs and organisations;
- Updating online schedules and management of event registration system for all Lower Mainland events;
- Event planning, management, execution, and on-site coordination and program delivery as required throughout the year for club and beach events, community programs, Team BC High Performance programs, High School events, and VBC clinics;
- Support for Team BC Programs
- On-site support for flagship events such as Indoor Provincial/National Championships, The Vancouver Open, and Beach Provincial/National Championships
- Position coordinates with Regional Managers, Manager of Volleyball Operations, Technical Director, Head of Programs and Pathways, 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 the Lower Mainland region during indoor club season.

## 3. Working Conditions

- Primary working location is the Volleyball BC office, with some flexibility for remote work, located within the boundaries of the Lower Mainland in British Columbia (approximately 65%)
  - 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 15% 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 the Lower Mainland with volleyball equipment – access to personal vehicle is required;
- Required to travel through out the Lower Mainland for staff meetings and work events as required (approximately 3 - 5 times per year);
- The incumbent is expected to be in regular contact with the rest of the team and to be responsive via phone, email, internal messaging systems, etc. during working 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 maneuver large and heavy equipment).

### 2. Training and Experience:

- Completion of four-year university degree in relevant field preferred (i.e. Recreation Management, Business Administration, Kinesiology 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 and cover letter to [hire@volleyballbc.org](mailto:hire@volleyballbc.org) by 5:00 PM PDT on Sunday, September 17, 2023.

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

