



Volleyball Canada invites applicants for...

Beach High Performance Programs Coordinator

Organization: Volleyball Canada
Supervisors: Director, Beach High Performance
Location: Toronto, ON
Type of Position: Full-time

Nature of Work:

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of volleyball in Canada. This position will coordinate aspects of Beach High Performance programs and contribute to support of the entire program. The ability to work independently while in a team environment will be key to successful delivery. Strong communication and interpersonal skills, and a positive attitude are a definite asset. Some travel and weekend work will be required.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Roles & Responsibilities:

Beach March Break and Summer Camps

- Planning and execution of Beach Youth March Break Camps and Summer Youth Camp programs.
- Development and implementation of program registration and delivery
- Coordinate communication and organization of programs including facilities, resourcing and administration
- In conjunction with communications team, plan and update, website, and social media content
- Preparation of all post camp reporting

Budget and Finance

- Ensure proper documentation is obtained for all expenditures. All significant expenses must have prior approval by the appropriate authority (Immediate Supervisor, COO etc.)

Beach High Performance Programs

- Assist as required with administrating the ongoing execution of Beach National Team and High-Performance Centre (HPC) programs, services, and events for athletes, coaches and volunteers.
- Lead and assist events at the HPC as required
- Support administration and acquiring housing options for beach high performance athletes
- Support administrative tasks associated with travel and accommodations for Beach high performance athletes
- Support grant applications for the beach centre
- Administer, coordinate & support specialty camp and event opportunities (community/revenue generation opportunities)
- Supporting both Volleyball Canada (VC) and HPC events and meetings as needed



- Support, coordinate initiatives related to beach national team alumni
- Work in coordination with communications team to build and deliver a monthly Beach Volleyball Newsletter

Beach Collegiate Championship

- Planning and execution of the Beach Collegiate Championship including registration, seeding, schedules, results staffing etc.
- In conjunction with communications team, plan and update, website, and social media content
- Preparation of all post event reporting

- Other responsibilities as required by Volleyball Canada

Qualifications/Expertise:

- University /college degree or equivalent in sport management, recreation, business or a related discipline.
- Proven ability to work within a team environment
- Excellent interpersonal skills - able to communicate in a pleasant and professional manner.
- Bilingualism - French and English is a strong asset
- Valid Driver's License
- Previous experience with Registration Software would be considered an asset
- Excellent interpersonal skills with the ability to communicate with the staff, athletes, volunteers, supporters and the public in a pleasant and professional manner.
- Experience with social media tools
- Computer literate. Good knowledge of Microsoft Office Suite, Adobe Suite, and previous website maintenance experience

Term

This is a full-time position. Anticipated start date of March 4th 2024.

Salary

The salary range for this position is 42-58K dependent on experience and qualifications.

Application Deadline:

January 31st 2024 at 11:59pm

Please send a cover letter, resume and three (3) references by e-mail only to:

Thalia Hanniman-Human Resources Coordinator-Volleyball Canada thanniman@volleyball.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.