

**ONTARIO VOLLEYBALL
EMPLOYMENT OPPORTUNITY
BEACH TOUR ASSISTANT COORDINATOR**

Supervisor's Title: Kelvin Cheng, Operations Lead
Position Level: Full-time seasonal contract
Contract Term: May 8, 2019 to August 23, 2019
Work week: 37.5 hours per week (modified work week)
Closing Date: Friday, March 1, 2019

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor and beach volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

JOB DESCRIPTION

The OVA Beach Tour is the leading beach volleyball tour in Canada. We are looking for vibrant, hard-working individuals who are keen to assist in the delivery of the OVA Beach Tour.

Between May and August, the OVA hosts 14 weekend beach tournaments throughout Ontario including Ontario Championships & Nationals. The Beach Tour Coordinator will split their time between the office and the beach to ensure the OVA Beach Tour runs smoothly.

Responsibilities include, but are not limited to:

- Lead in the organization, management and delivery of Beach Tour competitions including:
 - Ensure permits/locations of host beach are secured
 - Develop schedules and team seedings
 - Create tournament scoresheets
 - Verify, record and post results online
 - Ensure setup of event onsite (will involve physical labour)
 - Manage social media onsite at events
 - Book medical staff/athletic therapists
 - Liase with referee's assignor to book officials
 - Schedule security and review all equipment is present on site
 - Arrange prizing through sponsorships, donations, purchases, etc.
 - Manage OVA Beach Crew at all tour stops
- In conjunction with Operations Lead, manage and adhere to annual OVA Beach Handbook
- Ensure bidding and satellite tournament information is available through website
- Communicate and work with Satellite Event hosts
- Prepare and administer post season surveys and evaluations and make recommendations to the Beach Committee for Beach Tour program enhancements

Qualifications & Desired Requirements:

- Currently enrolled in a post-secondary program in sport management or similar program
- Able to work Wednesday to Sunday (3 days in office, 2 days on the beach)
- Previous experience with running large scale volleyball tournaments an asset
- Reliable, self-motivated, hard-working individual
- Willing to work in various weather conditions (rain, wind, sun)
- Familiar with tournament scheduling and logistics
- High attention to detail
- Ability and willingness to work independently or as a part of a team

Honorarium:

Honorarium will be based on qualifications and experience. This position is partially funded through the Summer Experience Program through the Ministry of Tourism Culture and Sport.

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

- **Accountable:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.
- **Excellence:** by designing and delivering the best possible programs and services for all OVA stakeholders.
- **Collaborative:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.
- **Intentional:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.
- **Sustainable:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.
- **Integrity & Respect:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

TO APPLY:

Interested parties should send their resume and cover letter to the OVA Operations Lead, Kelvin Cheng (kcheng@ontariovolleyball.org) by Friday, March 1st, 2019.

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.

Thank-you, for your application but only potential candidates will be contacted for an interview.