

ONTARIO VOLLEYBALL EMPLOYMENT OPPORTUNITY

Ontario Championships Intern

Location: Remote and onsite hybrid in the Toronto office leading up to April 2022 and then split time between Paramount Fine Foods (Mississauga) or RIM Park (Waterloo).

Supervisor's Title: Indoor Competitions Lead

Position Level: Part-time, contract - will work with students to secure at least 3 days per week leading up to Ontario Championships

Start Date: Week of January 10, 2022

Application Posting Date: November 4, 2021

Application Closing Date: November 22, 2021

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, beach and sitting volleyball for all Ontarians.

It is our vision to provide a fun, safe and rewarding environment through a commitment of volleyball for life. 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 SUMMARY

The OVA is looking for an Ontario Championships intern to deliver, plan and execute the Ontario Championships in April 2022 as well as assist with additional indoor volleyball programming. Prospective interns must be able to commit a considerable time leading up to and during the event weeks to ensure a successful delivery of these marquee events. The successful candidate must be able to attend Ontario Championships on the following dates:

- April 12-19 Waterloo (including set-up dates)
- April 23-25 Waterloo
- April 21-23 Mississauga
- April 24-26 Mississauga
- April 29-May 2 Waterloo or Mississauga (including teardown dates)

In addition to the Ontario Championships, the candidate will be assigned tasks which will help deliver regular season tournaments, grow and develop adult and grassroots programming and assist with general administration associated with the organization

ONTARIO CHAMPIONSHIPS RESPONSIBILITIES

- Assisting with the event logistics including athlete and Club communications, travel, accommodation, organizing food for Officials and Volunteer lounges
- Crosschecking Respect in Sport and Coach Eligibility requirements for all members prior to the Championships
- Updating the championships pages of the OVA website
- Obtaining team rosters and photos to populate the OVA Champs App
- Researching and purchasing equipment for event delivery
- Obtaining quotes and booking services for event delivery
- Participating in internal Meetings, taking and distributing meeting minutes for the staff
- Assisting with budget preparation, tracking expenses and reconciliation of fees
- Shipping out tournament hosting kits
- Updating regular season results on the OVA website
- Provide on-site assistance with delivery of event as required
- Office responsibilities (telephone, photocopying, mail, email, updating OVA website) and any other duties as required

GRASSROOTS PROGRAMMING RESPONSIBILITIES

- Assist in the coordination of the SPIKES Volleyball, Smashball and Hoops & Spikes programs
- Updating the website with programs
- Shipping out program kits
- Assist in planning and execution of special grassroots events

QUALIFICATIONS

- Student enrolled in a post-secondary degree, or equivalent
- Sport Association experience an asset, but not required
- Event management experience an asset, but not required
- Experience with not-for-profit organizations and volunteer committees an asset

PREFERRED SKILLS

- Excellent interpersonal, planning, organization and communication skills
- Excellent written and verbal communication skills
- Self-starter with great interpersonal skills and demonstrated ability to take initiative and solve problems
- Ability to stay motivated and work remotely as well as a part of a team in office and onsite at events
- Strong time management skills with a keen eye for detail
- Ability to work under tight timelines and multi-task
- Strong computer skills, including Microsoft Office Suite
- Good technical skills or ability to easily learn and adapt to new technologies
- Hours include some evening meetings and required attendance at all Provincial Championship events over the month of April

TIME REQUIREMENTS AND COMPENSATION

The OVA will work with the intern and their school schedule to determine the number of hours per week, but would prefer at least 3 days per week to assist with event planning. The ratio of in-office hours and remote hours will be determined at a later date.

The intern will be compensated \$75 per day (to cover travel costs to and from the office) for pre-event planning and will be paid tournament coordinator rate of \$150/day while at events. Meal per diems and accommodations will be provided while on site at Championship events.

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

- Fostering an inclusive community_
- Treating all people with dignity and kindness_
- Acting with integrity in all that we do_
- Utilizing collaboration to meet our common purpose_
- Embracing innovation with bold creativity_
- Challenging excellence and continuous learning, always_

REQUIREMENTS FOR APPLYING

- Cover letter
- Resume
- Two (2) references

Please forward your cover letter, resume and contact of two references via email, with ONTARIO CHAMPIONSHIP IS INTERN in subject heading to: ccampbell@ontariovolleyball.org by November 22, 2021.



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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.