



Volleyball Canada invites applicants for:
NATIONAL OFFICE-OFFICE & REFEREE ADMINISTRATOR

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. It is a fast-paced environment. This position is a first point of contact in the national office. Strong communication skills, interpersonal skills, a positive attitude, and outgoing personality are a definite asset. Work is completed independently with general supervision. Travel and weekend work may be required. This position reports to the Office Manager.

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.

Key Roles & Responsibilities

- Office administration
- Administration for the Referee Development Program
- Responsible for E-shop, shipping and receiving.
- Financial administration and support
- **Detailed job description on next page**

Qualifications/Expertise

- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers, and the public in a pleasant and professional manner
- Ability to show leadership to build and maintain excellent working relationships.
- Demonstrated expertise in Microsoft Office is required.
- The ability to work independently demonstrating good judgment, analytical, negotiation and business skills in a fast-paced environment with many conflicting priorities.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- A positive attitude and an outgoing personality.
- A valid driver's license, and access to a vehicle
- Bilingualism (French/English) is an asset
- Previous experience with accounting software considered an asset.

Term

This is a full-time position. Anticipated start date June 26th 2023.

Salary

Will be dependent on experience and qualifications.

Application Deadline:

June 9th 2023

Please send a cover letter, a 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.



JOB DESCRIPTION

National Office- Office & Referee Administrator

Organization:	Volleyball Canada
Supervisor:	Office Manager
Location:	Ottawa
Type of Position:	Full time
Travel:	May be required once or twice a year.

Nature of Work:

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. It is a fast-paced environment. This position is a first point of contact in the national office. Strong communication skills, interpersonal skills, a positive attitude, and outgoing personality are a definite asset. Work is completed independently with general supervision. Travel and weekend work may be required. This position reports to the Office Manager.

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Accountabilities:

Administration:

- Be the primary contact for general inquiries: mail, phone and electronic communications
- Volleyball Registration System administrator
- Membership inquiries, and Volleyball Registration System support
- Maintenance of computer and paper filing systems
- Assist with the maintenance of office equipment
- Maintenance of VC templates, and contact lists
- Liaise with VC corporate suppliers and order office supplies
- Courier and postal contact
- Assist in the coordination of VC meetings and events (Annual General Meeting, Board of Directors meeting, staff meetings etc.)

Referees

- Day to Day support and communication of referee eligibility registration, requirements, and general inquiries with Provincial/Territorial Associations referee programs.
- Coordination of referee registrations and reporting (trends and analysis)
- Liaison for referees regarding fee payment, and expense submissions



- Event Support, including general referee communications, coordination of accommodations and travel for referees and Referee Development Team
- Support communication resources (Rulebook, Newsletters, social media, Website)
- Assistance with resource support for National Referee Committee. Assist in meetings, clinic setup etc.

Eshop, Shipping and Receiving:

- Responsible for E-Shop sales of merchandise and publications, and inventory records/maintenance
- Manage onsite storage, and maintain records of all offsite storage items
- Coordination of shipping and receiving, in conjunction with VC events staff
- Ensure all VC intellectual property is filed, ready for production
- Assist in the sourcing of samples and merchandise as required

Finance:

- Data input into accounting system, receivables, and payables
 - Assist VC's Finance staff in all reconciliations as required (PayPal, Shopify, Bank accounts & Credit Cards)
 - Preparation of reports for program areas
 - Preparation of invoicing to VC customers
 - Initiate required bank transfers, direct deposits and cheque runs
 - Maintenance of all required supporting documentation
 - Assists in preparation of monthly financial reports, audit files, and Sport Canada reports and applications
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- Other duties as required by Volleyball Canada