



## OPERATIONS COORDINATOR

 111-60 Scarsdale Rd.  
Toronto, ON M3B 2R7  
 info@ontariovolleyball.org  
 1-800-372-1568

**Position:** Full Time

**Location:** 60 Scarsdale Road, Unit #111, Toronto, ON M3B 2R7

**Supervisor's Title:** Director of Volleyball Operations

**Start Date:** October 7<sup>th</sup>, 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, beach and sitting 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 referees with professional development opportunities.

### JOB SUMMARY

The OVA Operations Coordinator is a multifaceted role. The Operations Coordinator not only supports the Operations Team of the OVA, they will also have a large hand in the planning and onsite delivery of special events for indoor, beach and sitting volleyball.

The Operations Coordinator will have a modified schedule to help plan and deliver Beach Tour events over 14 summer weekends across Ontario. The position would be in office Wednesday and Thursday and be on site managing events from Friday to Sunday each week.

### KEY ROLES AND RESPONSIBILITIES

Under the supervision of the Director of Operations, the Operations Coordinator will assist in the delivery of key OVA deliverables and encompasses a broad range of tasks and responsibilities, such as:

#### OPERATIONS SUPPORT

- Support the Grassroots and Community Outreach programming by updating the website, sending out clinic and program kits and helping to schedule house league programs and special events
- Assisting with the delivery and logistics of the Sitting Volleyball Program
- Assist with member screening, administer Respect in Sport and Rowan's Law member compliance
- Assist with safe sport screening/support delivery of safe sport initiatives
- Assist the Operations Lead with officials and coaching certification and course delivery
- Work with marketing staff regarding all promotional activities, including special events, and tournament promotions
- Ensure that assigned areas of the website are being maintained and information is kept up to date and current

#### EVENT MANAGEMENT SUPPORT

Work with the Operations team on coordinating logistics, onsite management of events, partner communication, data collection, evaluation and recap for the annual Association events and activities usually held on weekends, including but not limited to:

- OVA Annual General Meeting – December
- Ontario Winter ParaSport Games – February

- Ontario Championships – April
- National Indoor Championships – May
- Ontario Beach Tour – May to August
- OVAtion Banquet and Hall of Fame – June
- Beach National Championships – August

#### **ADULT INDOOR VOLLEYBALL LEAGUES**

- Research current market demands and select cities to deliver Active for Life OVA Adult Leagues
- Develop, implement, evaluate and drive the growth of an Adult Indoor Volleyball League model for Ontario that is diverse and services all skill levels
- Establish annual participation goals and report quarterly on results to senior management
- Develop and schedule annual/quarterly League activity schedules, including booking facilities, purchasing equipment and prizing, marketing, and web maintenance
- Hire, train, schedule, supervise, and evaluate League personnel and work with Regional Assignors to assign referees
- Oversee proper record keeping and reporting including registration, activities, events, breakdowns of participation figures, notable achievements, and any incidents or accidents

#### **BEACH TOUR**

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

- Lead the organization, management and delivery of Beach Tour Competitions including, but not limited to:
  - Ensure permits/locations of host beach are secured
  - Ensure bidding and satellite tournament information is available through website
  - Develop schedules and team seedings and tournament scoresheets
  - Verify, record and post results online
  - Ensure setup of event onsite equipment (will involve physical labour)
  - Book all event staff, including medical staff/athletic therapists, working referees and security
  - Arrange prizing through sponsorships, donations, purchases, etc.
  - Manage OVA Beach Crew at all tour stops
  - Manage social media onsite at events
  - Prepare and administer post season surveys and evaluations and make recommendations to the Beach Committee for program enhancements
- Other duties as assigned

#### **QUALIFICATIONS & REQUIREMENTS:**

- A college or university degree
- Event management or sport association experience preferred
- Strong organizational skills, time management and attention to detail
- Strong multi-tasking skills and ability to prioritize and work well under pressure
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management
- Ability to work as part of a team or work independently and under minimal supervision
- Excellent interpersonal, oral and written communication skills
- Ability to work flexible hours including weekend and extended hours as required

- Valid driver's license required due to travel requirements
- Valid Vulnerable Sector Screening & Police Screening Check (can be obtained upon employment)

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

Candidates interested in applying for the Operations Coordinator position should send the following to the following email address: [info@ontariovolleyball.org](mailto:info@ontariovolleyball.org) with the Subject line of "Operations Coordinator", by **Friday September 20<sup>th</sup> at 11:59pm with following attachments:**

1. Cover letter
2. Resume
3. Salary expectations

**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.**