



 111-60 Scarsdale Rd.
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**ONTARIO VOLLEYBALL
EMPLOYMENT OPPORTUNITY
ATHLETE DEVELOPMENT COORDINATOR**

Position: One year contract

Contract Term: January 19, 2026 to January 18, 2027

Supervisor's Title: Athlete Development Manager

Hours: 37.5 hours per week, which includes evening and weekends

Contract Location: Hybrid + various training camp locations

Salary Range: Commensurate with experience

Posting Date: December 22, 2025

Closing Date: January 7, 2026

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit athlete-centered provincial sports association providing leadership in the growth, development and delivery of indoor, beach and sitting volleyball in Ontario.

It is our vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. To that end, the OVA engages with the community to support athletes through quality service and by offering a safe sport experience. The OVA supports the holistic development of athletes by providing a clear and comprehensive development pathway for all stages and abilities. Further, the OVA strives to inspire Clubs, coaches and referees with continuous learning and improvement opportunities

JOB SUMMARY

The Athlete Development Coordinator plays a key role in supporting the Ontario Volleyball Association's (OVA) athlete development pathway. This position is responsible for coordinating and delivering programs that foster athlete growth, coach development, and program visibility. Working closely with athletes, parents, coaches, and internal teams, the Coordinator ensures seamless program administration, effective communication, and high-quality event execution. This role requires strong organizational skills, attention to detail, and a passion for advancing volleyball in Ontario.

KEY RESPONSIBILITIES

1. Athlete Development Programs

- Coordinate athlete identification and selection processes, including communication with coaches, athletes, and parents.
- Manage athlete registrations and ensure timely communication regarding program details, schedules, and requirements.
- Plan and organize logistics for athlete development programs, including accommodations, training spaces, transportation, and equipment needs.
- Oversee clothing orders and distribution for all Team Ontario programs.
- Support the delivery of major athlete development initiatives such as Team Ontario indoor, beach and sitting volleyball tryouts, camps and competitions.
- Assist with planning and execution of seasonal programs, including March Break Clinics and Winter Beach programs.

2. Communications and Stakeholder Relations

- Serve as the primary point of contact for athletes, parents, and coaches, ensuring clear and timely communication.
- Act as an ambassador for the sport, promoting the values and mission of the Ontario Volleyball Association (OVA).
- Manage program visibility through social media coverage and updates during events, including posting images and stories to OVA accounts.
- Liaise with the OVA Communications team to support campaigns and messaging for athlete development programs.
- Create and maintain player and coach profiles for the Team Ontario website.
- Provide exceptional customer service for inquiries and applications related to athlete development programs.

3. Coach Development

- Support the delivery of coach education initiatives, including the VNL International Coaching Symposium and the Team Ontario Coach Summit
- Track Team Ontario coach eligibility and compliance to ensure readiness for program participation.
- Assist with coordination of coach-related logistics for major events and development programs.

4. Administration and Operations

- Set up and manage registration and payment workflows for athlete development programs, camps, and clinics.
- Maintain accurate records of registrations, deposits, balances, and outstanding payments.
- Coordinate operational delivery for events, including venue bookings, transportation, accommodations, and daily setup/takedown.
- Act as the administrative point of contact for designated events such as Ontario Summer Games and other provincial or national multi-sport events.
- Participate in event debriefs and provide feedback for continuous program improvement.
- Perform other administrative duties as assigned to support the successful execution of athlete development initiatives.

QUALIFICATIONS:

- Post-secondary education in sport management, kinesiology, recreation, or a related field, or equivalent experience.
- 1–2 years of experience in program coordination, event management, or sport administration.
- Experience working with athletes, coaches, and parents in a high-performance or developmental sport environment is an asset.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills, including the ability to communicate effectively with diverse stakeholders.
- Proficiency in Microsoft Office Suite and familiarity with online registration systems.
- Knowledge of volleyball programs and the Canadian sport system is an asset.
- Ability to work independently and collaboratively within a team environment.
- Problem-solving skills and adaptability in fast-paced settings.
- Must be eligible to work in Canada and possess a valid Social Insurance Number (SIN).
- Applicants must reside in Ontario at the time of employment commencement.
- Ability to lift up to 50lbs
- 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 Standards:

- Foster an inclusive community
- Treat all people with dignity and kindness
- Act with integrity in all that we do
- Utilize collaboration to meet our common purpose
- Embrace innovation with bold creativity



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- Challenge excellence and continuous learning, always

TO APPLY

Requirements for applying:

- Complete the [job application form](#) and include:
 - A cover letter summarizing motivations, expected salary range and candidate's main skills related to the position
 - Your resume
- Complete the [pre-screening virtual interview](#)

Please complete your application and virtual screening interview by January 7, 2026 by 11:55PM.

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.