



VOLLEYBALL CANADA  
Invites Applications for...

## **TEAM CANADA WOMEN'S VOLLEYBALL – NATIONAL TEAM COORDINATOR**

Based at the Olympic Oval in Richmond, BC, under the direction of the High Performance Director, and in conjunction and cooperation with the National Team Head Coach, the National Team Coordinator is responsible for the organization and administration of specific areas relating to the women's indoor national team program.

### **Coordinator's Role and Responsibilities:**

Basic responsibilities to include, but not limited to:

- Responsible for the coordination of all aspects of training and competition for Women's National Team programs, services, and events for athletes, coaches and volunteers.
- Works under the supervision of the National Team Staff
- Assures the liaison between VC and its main partners: Provincial/Territorial Associations, the FIVB, NORCECA, etc.
- See a more detailed job description on next page

### **Desired Qualifications:**

- University degree in a relevant field or equivalent
- Strong demonstrated knowledge of Canada's two official languages.
- Demonstrated knowledge of the Canadian and World sport system, with a focus on Indoor volleyball
- Strong keyboard & computer skills.
- Effective communication skills.
- Ability to work with deadlines and under pressure.
- Commitment to a challenging, demanding, spontaneous working environment.
- Availability to travel throughout the spring and summer - may require working on some evenings and weekends.

### **Term**

This position is a full-time position. The preferred start date is May 1<sup>st</sup>, 2021.

### **Salary**

Will be dependent on experience and qualifications.

### **Application deadline:**

April 15, 2021

Send a cover letter, a resume and three (3) references BY E-MAIL ONLY, to:

Julien Boucher  
High Performance Director  
Volleyball Canada  
[jboucher@volleyball.ca](mailto:jboucher@volleyball.ca)

*We thank all applicants, however, only those candidates selected for an interview will be contacted.*



## TEAM CANADA WOMEN'S VOLLEYBALL – NATIONAL TEAM COORDINATOR JOB DESCRIPTION

### GENERAL DESCRIPTION:

Under the direction of the High Performance Director (HPD), and in conjunction and cooperation with the National Team Head Coach, the National Team Coordinator (TC) is responsible for the organization and administration of specific areas relating to the women's indoor national team program.

### ROLE:

- An Administrator and planner in terms of the ongoing execution of national team programs, services, and events.
- A Facilitator in terms of the participation in National Team Centre programs by the individual team members, Coaching Staff, VC Members, facility staff and general public.
- A Communicator in terms of channeling information to ensure maximum promotion & participation in TCVC programs, services, and events.
- An Implementer in terms of assisting athletes, coaching staff and volunteers in carrying out centre programs.
- An Educator in terms of exposing athletes, coaching staff and volunteers, and general public, to national team programs, events and activities.

### LEVEL OF AUTHORITY:

Reports directly to the High Performance Director and program Coaching Staff.

Works with:

- **Internally:** Head Coach/High Performance Director - NextGen Coach - Assistant Coach(es) - National Team athletes - Other National Team Centre staff, Volleyball Canada staff
- **Externally:** Other Volleyball Canada staff - Richmond Oval - Other Sport Centres across the country - Schools & Phys. Ed. Consultants - Community Groups and Organizations – USSPORTS/CCAA programs - Sponsors and other Stakeholders - National Team Athlete Representatives – Alumni – COC - Athletes CAN etc.

### Power of Decision:

The Team Coordinator, in consultation with the HPD and coaching staff, has sufficient authority to take measures that are necessary in the daily management of specific events, services & programs under his/her jurisdiction with program budgetary and policy limitations.

### KEY RESPONSIBILITIES:

#### General Administration

- Office resource person relating to the national team program
- Develop any required promotional material for team activities, tours & events
- To provide ongoing evaluation and reporting of the program areas under his/her jurisdiction
- To attend staff, Events Committee, and other VC meetings as required
- Oversee and keep current all national team seasonal program plans, all applicable selection camp and athlete information documentation.
- Website, social media and database updates.
- To prepare all information relating to the national team as required for all promotional material.
- Oversee CAIP, AAP and CCES information and applications.
- CCES: NSO Testing & RTP Whereabouts Information Form (Jan, Apr, Jul, Oct). Annually: Update CCES RTP.



### **Budgeting & Finance**

- Assist the senior management team with expense/revenue department allocations as they relate to team programs.
- Assist the senior management team in budget preparations/reporting as it relates to team competitions, events, and other program areas under his/her jurisdiction. This would include grant writing and reporting as an example.
- Ensure proper documentation is obtained for any expenditures in the program areas under his/her jurisdiction.
- Assist in revenue generation events/activities.

### **Athlete Support Services**

- Housing Coordination for athletes and coaching staff in conjunction with host committee.
- Arrange transportation as required.
- Athlete Profile Information - annual updates for database and media guide profiles.
- Liaise with AthletesCAN: update athlete database, Bell Mobility program, AGM.
- Update Athlete Handbook and selection camp information booklet.

### **Team Support**

- Responsible for arranging facility requirements for team training.
- Liaise with Richmond Oval for all facility pass and parking requirements.
- Responsible for all travel arrangements for Domestic & International tours.
- Responsible for ongoing communication to all athletes & support staff regarding training, competition, and team activities and events.
- Plan and organize Selection Camps: Program plans, athlete communications, logistics (meals, transportation, training, accommodation).
- Facilitate summer housing for athletes and staff. Pay utility/cable bills as necessary.

### **Team Equipment**

- Responsible for ordering and any necessary screening / embroidery required, and the inventory of all required team equipment including such items as uniforms, shoes, track suits, training clothes, ankle braces, and travel wear.
- Ensure all athletes and support staff receive their necessary allotment of training and competition equipment.
- Sponsor servicing of: City of Richmond, Richmond Oval, Mizuno, Mikasa, Performance Health, etc.

### **Event Support**

- In conjunction with Events Committee and HPD, assist as necessary with all domestic hosting events and competitions.
- Apply for visas when required. Ensuring all athletes passports are updated and valid on an annual basis.
- Ensure all necessary documentation required for each competition is completed as per deadlines, including O2 forms, O2bis forms, registration fee payments, M3 and L1 forms, etc.
- Liaise with NORCECA / FIVB / as necessary to prepare for / organize events.

### **Public Relations**

- Work with the Communications and Marketing staff regarding appearances & events.
- Support revenue generation initiatives as needed with regards to the program and training centre.
- Coordinate local donations (secure/ship) for annual online auction.
- Assist in the development and distribution of promotional material for team activities, competitions & events.
- Assist in managing the VC website, and social media tools. To be involved in various other projects and tasks as assigned by Head Coach or HPD.