



POSITION PROFILE

JOB INFORMATION

Job Title	Adult Events Coordinator – Summer Staff 2022 (up to 5 positions)
Organization	Volleyball BC
Reports to	Adult Programs Manager
Work Type	Temporary, full-time (35 hours per week for up to 20 weeks) Note: preference may be given to applicants that meet Canada Summer Jobs eligibility .
Hourly Wage	\$16.00 - \$20.00 per hour (wage to commensurate with experience).
Start Date	As soon as possible.
Closing Date	Competition will remain open until filled.

JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC.

VBC's summer programs involve over five hundred teams playing in weeknight leagues and three hundred teams playing in weekend tournaments from April to August. We are looking for enthusiastic, qualified individuals to coordinate our summer programs. Successful candidates will be outgoing, responsible, self-motivated and strong team players. Staff must be available to work weekends and evenings as well as occasional office hours. This position requires the ability to work at various locations throughout the Lower Mainland for the duration of the summer. Duties will include working outdoors in all weather conditions, lifting heavy sporting equipment, and interacting with participants, staff, and volunteers.

ROLES AND RESPONSIBILITIES

1. Duties

- Event coordination including facilitating leagues and tournaments, set up and take down of leagues and tournaments;
- Responsible for completion of event report forms and equipment inventory management;
- Support of high-profile tournaments and planning of social events;
- Administrative duties and website upkeep;
- Marketing and promotion support including recruitment of participants, ongoing communication with participants, and special event promotion;
- Adherence to COVID-19 safety policies and procedures;
- The Lead Adult Event Coordinator will manage all league administration (inquiries, registration, draws etc.) and will be the first point of contact;
- Position coordinates with the Manager of Volleyball Operations and the Manager of Communications.

2. Working Conditions

- Primary working location is at outdoor facilities such as beach and/or grass courts throughout the Lower Mainland (approximately 80%):
 - Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- Approximately 15% of time is a standard office environment:
 - Volleyball BC offices are located at the Harry Jerome Sports Centre (HJSC) in Burnaby, BC V5A 1E7;

- Must also have access to a suitable home office space in the event that COVID-19 impacts access to the HJSC;
- Approximately 5% of time spent at indoor facilities such as gymnasiums:
 - Direct exposure to loud noise due to live sports and music in an enclosed area;
- Required to travel throughout LM with volleyball equipment – access to personal vehicle is preferred;
- Must be able to drive a VBC utility rental van to transport equipment to events throughout the Lower Mainland.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Knowledge of volleyball or similar sport (i.e., tournament draws, league scheduling);
- Must be able to regularly work evenings and weekends at various locations around the Lower Mainland;
- Strong communication and interpersonal skills;
- Proactive and friendly attitude;
- Good organizational and administrative skills;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment);
- English required.

2. Training and Experience:

- Completion of post-secondary courses in relevant field is considered an asset (i.e., sport administration, kinesiology, marketing, communication);
- Event coordination, customer service and staff supervisory experience are considered an asset;
- Experience with webpage and social media management is considered an asset.

3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- Any Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset;
- First-Aid and CPR training is considered an asset.
- **Proof of COVID-19 vaccination is required and will be confirmed prior to the start of employment as per the current public health order for sport organization contractors.**

APPLICATION DETAILS

Please forward cover letter and resume to Kiruthika Rathanaswami at adult@volleyballbc.org. Competition will remain open until filled.

We wish to thank all applicants for their interest; however only those invited to interview will be contacted.

