

POSITION PROFILE

JOB INFORMATION

Job Title	Events & Communication Coordinator – Summer Staff 2024 (1 position)
Organization	Volleyball BC
Reports to	Events Manager
Work Type	Temporary, full-time (35 hours per week for up to 16 weeks) Note: this position is funded by the Canada Summer Jobs Project.
Hourly Wage	\$20.00
Start Date	Approximately mid-April (program and event dates are subject to change depending on BC Provincial Health Order)
Closing Date	Competition will remain open until 5:00 PM PST, Friday Mar 29, 2024

JOB OVERVIEW

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

VBC's is hosting multiple Adult Beach Volleyball events across the province involving over three hundred semi-professional and professional teams playing in weekend tournaments from April to August. We are looking for enthusiastic, qualified individuals to coordinate our summer events. Successful candidates will be outgoing, responsible, self-motivated and strong team players. Staff must be available to work weekends during all events as well as office hours. This position requires the ability to work at various locations throughout the province of British Columbia 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 tournaments, set up and take down;
- 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;
- Manage all league administration (inquiries, registration, draws etc.);
- Position coordinates with the Event Manager and the Manager of Communications.

2. Working Conditions

- Primary working location is at outdoor facilities such as beach courts throughout the province (approximately 60%):
 - Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- Approximately 40% 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;
- Required to travel throughout BC with volleyball equipment – access to personal vehicle is preferred;
- Must be able to drive a VBC utility van to transport equipment to events throughout the province.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Knowledge of volleyball or similar sport (i.e. tournament draws, league scheduling);
- Must be able to regularly work weekends at various locations around the province;
- 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;
- **In order to meet the [Canada Summer Jobs Project](#) funding requirements, applicants must be:**
 - Between 15 - 30 years of age at the start of employment;
 - Legally entitled to work in Canada.

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, marketing, 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 Kristyna Loudova at kloudova@volleyballbc.org by 5:00 PM PST on March , 2024.

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

