



## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Lower Mainland Regional Manager
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Technical Director
<b>Work Type</b>	1.0 FTE (40 hours per week)
<b>Start Date</b>	September 2024
<b>Closing Date</b>	Competition will remain open until 5:00 PM PDT, Sunday, September 1, 2024 or until filled
<b>Salary</b>	\$51,000 - \$55,000 Starting salary per annum

### JOB OVERVIEW

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

We are seeking an enthusiastic and highly-motivated individual to join our organization in a dynamic, sport-administration role located in the Lower Mainland. Reporting to the Technical, the Lower Mainland Regional Manager is responsible for overseeing the development of volleyball throughout the Lower Mainland while supporting strategic initiatives throughout BC. The Lower Mainland Regional Manager oversees the selection and management of event staff and gym coordinators in their region, maintains relationships with key stakeholders and facilities, and is capable of organizing and executing large-scale sporting events. This position requires the ability to work some evenings and weekends at various facilities throughout the Lower Mainland, with regular weekend work during the indoor club volleyball season. The incumbent will work from Volleyball BC's head office at Harry Jerome Sports Centre, with an opportunity for a mixed schedule to include some remote work. The incumbent will need the ability to travel around the Fraser Valley and the Lower Mainland for staff meetings and events when required.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Primary Volleyball BC point of contact in the Lower Mainland for all communication with youth members, clubs, stakeholders, and facilities;
- Plans, manages, executes, and delivers club volleyball tournaments, beach events and programs and, Regional Team BC High Performance programs;
- Provides support, liaison, and assistance for local volleyball clubs and organisations;
- Builds a network of connections to foster input and support for volleyball activities in the region;
- Identifies opportunities and develops partnerships for volleyball programming and services based on community need across the Okanagan;
- Updates online schedules and manages event registration system for all Lower Mainland events;
- Event planning, management, execution, and on-site coordination and program delivery as required throughout the year for club and beach events, Regional Team BC High Performance programs, High School events, and VBC clinics;
- Support for Team BC Provincial Programs
- Technical Delivery of the Volleyball BC Beach Volleyball Provincial Championships

- On-site support for flagship events such as Indoor Provincial/National Championships, The Vancouver Open, and Beach Volleyball National Championships;
- Position coordinates with other Regional Managers, Technical Director, Manager of Events, Head of Programs and Pathways, Head of Operations, and at certain times of the year, Manager of Recreational Programs;;
- Develops, tracks, and reports on program budgets and deliverables;
- Other duties as required.

## 2. Supervisory Responsibilities

- Hires, manages, and evaluates part-time and seasonal event staff and coaches;
- Manages 5 - 7 temporary contract staff at large-scale volleyball events (5+ satellite sites and 50+ teams)
- Responsible for the storage, maintenance, and inventory tracking of valuable program equipment and supplies;

## 3. Working Conditions

- Primary working location is the Volleyball BC office, with some flexibility for remote work, located within the boundaries of the Lower Mainland in British Columbia (approximately 65%)
  - Must have access to a suitable home office space;
- Approximately 20-35% of time spent at indoor sport facilities such as gymnasiums
  - Direct exposure to loud noise due to live sports, whistles, and music in an enclosed area;
- Approximately 15-20% of time spent at outdoor beach facilities
  - Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- Required to travel across the Lower Mainland with volleyball equipment – access to personal vehicle is required;
- Required to travel through out the Lower Mainland for staff meetings and work events as required (approximately 3 - 5 times per year);
- The incumbent is expected to be in regular contact with the rest of the team and to be responsive via phone, email, internal messaging systems, etc. during working hours.

## QUALIFICATIONS

### 1. Required Knowledge, Skills, Abilities:

- Strong working knowledge of volleyball programming is required (i.e. event planning, tournament draws, coaching, practice planning);
- Very strong communication, relationship-building, and interpersonal skills;
- Highly organized and proactive with superb time-management in a busy working environment;
- Ability to work both independently and in a team under stressful and high-pressure situations;
- Excellent problem-solving and conflict resolution skills with the proven ability to lead others;
- Knowledge of Microsoft Office and strong computer skills;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment).

### 2. Training and Experience:

- Completion of four-year university degree in relevant field preferred (i.e. Recreation Management, Business Administration, Kinesiology or Education);
- 2 – 3 years of event management and program development experience preferred;
- 2 years of customer service and staff supervisory experience preferred.



### 3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- Development Coach Certified preferred OR willing to obtain within one year of start date;
- Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset;
- First-Aid and CPR training is considered an asset.

### APPLICATION DETAILS

Please forward resume and cover letter to [hire@volleyballbc.org](mailto:hire@volleyballbc.org) by 5:00 PM PDT on Sunday, September 1, 2024.

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

