

## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Events & Communication Coordinator – Summer Staff 2026 (1 position)
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Manager, Strategic Initiatives and Events
<b>Work Type</b>	Temporary, full-time (35 hours per week for up to 11 weeks) <b>Note: this position is funded by the Canada Summer Jobs Project.</b>
<b>Hourly Wage</b>	\$20.00, plus 4% in lieu of vacation
<b>Start Date   End Date</b>	Jun 15, 2026 or earliest start date available for candidate until Aug 24, 2026
<b>Closing Date</b>	<b>Competition will remain open until 5:00 PM PST, Friday May 29, 2026 or until position is filled.</b>

### 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 May to August. We are looking for an enthusiastic, qualified individual to coordinate our summer events through onsite delivery and social media promotion. 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;
- Responsible for posting on social media platforms and various other promotional activations;
- Marketing and promotion support including recruitment of participants, ongoing communication with participants, and special event promotion;
- Manage all league administration (inquiries, registration, draws etc.);
- All other duties as may be assigned by Volleyball BC.
- Position reports to Manager, Strategic Initiatives and Events and will be coordinating with the Communications Specialist.

#### 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;
- 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.

### 3. Events

The successful applicant must be available to attend the following events:

- Beach Tour - Parksville, BC: June 19-21
- Beach Tour - Kamloops, BC: June 26-28
- The Vancouver Open Beach Volleyball Tournament - Kits Beach, Vancouver, BC: July 6-13
- Youth Beach Provincial Championships - Parksville, BC: July 31-August 2
- Adult Beach Provincial Championships - Spanish Banks, Vancouver BC: August 7-9

To ensure the successful candidate is able to attend all events and work the required number of hours each week, their schedule will be adjusted accordingly, which could include a Wednesday to Sunday work week. These events are mandatory parts of the position, and the candidate's full availability is required to attend.

## QUALIFICATIONS

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

- Knowledge of volleyball or a 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 a 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 Driver's License issued in British Columbia required;
- Completion and maintenance of a 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.

## APPLICATION DETAILS

Please forward a copy of your cover letter and resume to Lesley Rowe at [rowe@volleyballbc.org](mailto:rowe@volleyballbc.org), or apply via our [BambooHR posting](#).

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

