

EMPLOYMENT OPPORTUNITY

Indoor Program Coordinator

Location: 60 Scarsdale Rd, Unit 111, Toronto, ON
Supervisor's Title: Manager of Indoor Programs
Hours: 37.5 hours per week, which includes weekends and evenings
Salary Range: Commensurate with experience
Benefits: Provided
Closing Date: February 28, 2022 – 11:59pm

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor, beach and sitting volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and referees with professional development opportunities.

The OVA manages the Ontario Championships which is the largest youth competitive tournament program in Canada. The youth competitions model creates a bridge between Ontario's club programs and the Canadian National Championships.

JOB SUMMARY

The Indoor Program Coordinator plays both an administrative and event management role in the delivery of the Youth Competitions program.

The Indoor Program Coordinator works closely with the Youth Competitions Lead and the Manager of Indoor Programs and other OVA staff and Committee members to deliver the competitive tournament structure for Ontario Club teams from 4v4-15U competition categories and help plan and deliver the largest provincial Championship tournament in Canada.

KEY ROLES AND RESPONSIBILITIES

The role encompasses a broad range of tasks and responsibilities including but not limited to the following:

Competitions Management & Delivery

- Lead in the planning, setup, execution, and post event follow up of the 425 teams in the 4v4 to 15U competition divisions for their 4 regular season tournaments annually
- Assist with the development of the Competitions Handbook and annual competitions schedule
- Ensure bidding and hosting information is up to date and available through website

- Book tournament venues and tournament hosts as per OVA competitions policies
- Complete and ensure delivery of host packages
- Communicate with tournament hosts and host candidates as per policy and liaise with Club Contacts/Coaches as required
- Create all competition schedules
- Responsible for all team seedings from event to event
- Verify, record/post, and manage competitions results on the OVA website
- Communicate with Referee Assignors to ensure assignments and monitor referee invoicing for every tournament
- Manage specific youth competitions pages of the OVA website to ensure content is concise and up to date
- Represent OVA at designated competitions

Ontario Championships

Assist the Manager of Indoor Programs and Director of Volleyball Operations with the organization and delivery of Ontario Championships competition including, but not limited to:

- Coordinate event registration planning and execution
- Schedule and seeding of assigned age groups
- Coordinate the collection and verification of all rosters
- Support event logistics– shipping, booking set up and tear down crews, etc
- Coordinate the preparation and onsite management of the competition management software and ensure that rosters, seeding, and schedules are properly entered
- Attend all Championship events in April annually to work as a competition director

Communication with Stakeholders

- Communicate with partners in program delivery to guarantee programs will run smoothly and safely
- Attend and present competition programming to OVA members via Town Hall Zoom sessions
- Communicate with Ontario club staff, coaches, athletes and their parents using various communication methods such as email, phone and webinar
- Establish positive relationships with members of OVA clubs and participate in the promotion of youth competitions and club development practices in Ontario
- Attend youth competitions and committee meetings

Other

- Act as an Ambassador for the OVA
- Other duties as assigned by the OVA

REQUIREMENTS & QUALIFICATIONS

- A college or university degree
- Event management or sport association experience preferred
- Understanding of Long Term Athlete Development and indoor volleyball development system in Ontario and Canada an asset
- Strong organizational skills, time management and attention to detail

- Ability to work as part of a team or work independently and under minimal supervision
- Excellent interpersonal, oral and written communication skills
- Ability to work flexible hours including weekend and extended hours as required
- Travel is necessary so personal car and valid driver's license required

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Standards:

Our Standards

- Foster an inclusive community
- Treat all people with dignity and kindness
- Act with integrity in all that we do
- Utilize collaboration to meet our common purpose
- Embrace innovation with bold creativity
- Challenge excellence and continuous learning, always

TO APPLY

Requirements for applying:

- Cover letter summarizing motivations, expected salary range and candidate's main skills related to the position
- Resume
- Reference Letters (2)

Please submit your resume electronically by quoting – Indoor Program Coordinator in the subject line (MS Word or pdf format only) to info@ontariovolleyball.org by Monday February 28th, 2022 by 11:59PM.

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.

We thank you for your application but only potential candidates will be contacted to set up an interview.