



**Position Title: Program Administrator**  
**Reports To: Unity Management Team**  
**Position Summary: Full-time**

## **Background**

The Unity Volleyball Club (Unity) operates as a not-for-profit volleyball club in the City of Markham and adjoining communities including Scarborough, Thornhill and Woodbridge. Unity's athlete development model is based on a "Person-Centred" approach:

***"The Unity Volleyball Club's mission is to develop physically literate, durable, well-rounded and adjusted athletes who will enjoy volleyball and physical activity for the rest of their lives."***

Unity offers a broad range of programs for athletes of all ages and abilities with an emphasis on volleyball skill development and personal growth. The club is committed to long-term athlete development beginning with a focus on physical literacy at the early stages of a young person's growth to the establishment of high-performance programs to accommodate serious athletes who aspire to the "next level".

Unity continues to grow at a rapid rate. We are seeking highly-motivated and skilled individuals who are interested in joining us as we continue to expand our program offerings and attract more young athletes and parents who share our passion for the sport of volleyball.

## **Overview**

The Program Administrator position is multi-faceted. The successful candidate will be assigned a broad range of duties that will require a diverse skill-set.

Term of employment is August 1<sup>st</sup>, 2023 to July 30<sup>th</sup>, 2024 and is renewable subsequent to a favourable performance review.

The following represents a description of the duties for the position of Program Administrator including expectations and compensation.

## **Primary Duties and Responsibilities**

1. Staff Schedules
2. Inventory Management
3. Invoicing and Fee Collection
4. Social Media, Newsletter & Web Site
5. OVA MRS Registration
6. Web Site Updates
7. Customer Service and Communications



## **1. Staff Schedules**

- Track all coach assignments and schedules for both Rep and Academy programs
- Communicate with coaches in a timely manner regarding schedule changes, e.g., facility cancellations
- Maintain up-to-date tracking of practice cancellations
- Track hours worked by all part-time coaches
- Track hours worked by all volunteers
- Ensure accurate and timely payments

## **2. Inventory Management**

- Manage equipment and apparel inventory
- Place and pick-up orders; distribute equipment and apparel as necessary
- Track inventory by maintaining up-to-date records of inventory status, e.g., number of balls distributed, ball carts, uniforms, etc.

## **3. Invoicing and Fee Collection**

- Invoicing participants in Unity non-rep programs
- Fee collection
- Tracking and follow-up of outstanding accounts
- Maintain accurate records

## **4. Social Media, Newsletter & Web Site**

- Assist with creating content for Unity social media platforms
- Post and maintain current information on all social media platforms including program announcements, camp dates, human interest stories, sponsor information, etc.
- Assist with publishing Unity monthly newsletter
- Maintain Unity web site; ensure all information is current

## **5. OVA MRS Registration**

- Manage seasonal OVA MRS registration of all rep teams, coaches and volunteers

## **6. Customer Service and Communications**

- Manage all inquiries regarding Unity programs including registration, start dates, costs, etc.

## **Skills and Competencies**

- Ability to multi-task.
- Excellent organizational and communication skills, and attention to detail.
- Well-developed Microsoft Office, Google Drive, Facebook and Instagram skills.
- Familiarity with Mailchimp and newsletter preparation is desirable.
- Familiarity with WordPress web site editing software an asset.
- Strong planning skills to ensure coherent and timely flow of all communications.
- Ability to build and maintain strong interpersonal relationships with all stakeholders.

This is a full-time, salaried position including 2 weeks paid vacation. The successful candidate is expected to work 35 to 40 hours per week including some week-nights and weekends.\* Access to a vehicle is an asset.

*\*Schedule is fluid and may vary throughout the year.*



## Compensation

Compensation for the Program Administrator position is \$35K to \$40K per annum depending on experience and qualifications.

To apply for this position please send a cover letter and resume to Daniel Shermer and Synge Chen at [admin@unitysports.ca](mailto:admin@unitysports.ca). This position will remain open until a successful candidate is in place.