

## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Regional Program Coordinator (Lower Mainland & Fraser Valley)
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Regional Manager, Lower Mainland/Fraser Valley
<b>Work Type</b>	Contract - 1 year, 1.0 FTE (40 hours per week)
<b>Start Date</b>	October 2024
<b>Closing Date</b>	5:00 PM PDT, Sunday, September 15, 2024 (If the position is not filled the competition will remain open until a candidate has been selected)
<b>Salary</b>	Salary starting from \$40,800 to \$50,000

### JOB OVERVIEW

Volleyball BC is the provincial sport governing body for volleyball in British Columbia, dedicated to promoting and developing the sport throughout the province. Serving over 15,000 participants, Volleyball BC manages a wide range of programs and events, and operates the Harry Jerome Sports Centre in Burnaby, which also houses our head office.

We are currently seeking a dynamic and experienced individual to join our team as a Program Coordinator within the Lower Mainland/Fraser Valley region. This role is crucial to our mission, with responsibilities that include planning and delivering youth grassroots programs, coordinating events, and leading volunteers and contracted staff. The successful candidate will work with the Regional Manager to support the development and delivery of volleyball across the region.

As a Program Coordinator, you will serve as an ambassador for Volleyball BC, working closely with the Regional Manager, community partners, and stakeholders to ensure the successful delivery of high-quality events and programs across the region.

This position offers a hybrid work environment with most responsibilities handled remotely. However, occasional travel to our head office in Burnaby and various gymnasiums / facilities across BC will be required.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Regular communication with members, clubs, and stakeholders
- Support in planning, implementing and delivering youth volleyball programs and tournaments, including indoor and beach volleyball.
- Updates online schedules and manages event registration for all Lower Mainland/Fraser Valley programs and events
- Provides support for regional Team BC Programs
- Tracking and reporting on program deliverables
- Provide support and assistance for local volleyball clubs and organizations
- On-site support for flagship events such as Indoor Provincial/National Championships, Vancouver Open, and Beach Provincial/National Championships
- Other duties as assigned

## 2. Working Conditions

- Primary working location is a remote, home-based office, located within the boundaries of the Lower Mainland / Fraser Valley region in British Columbia.
  - 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;
- This position works a flexible schedule which may include non-standard hours, including some evenings and weekends.
- Required to travel across the Lower Mainland/Fraser Valley with volleyball equipment – access to personal vehicle is required;
- Required to travel to the Lower Mainland/Fraser Valley 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:

- Understanding 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

### 2. Training and Experience:

- Completion of two-year university degree in relevant field preferred (i.e. Recreation Management, Business Administration, Kinesiology or Education);
- Experience in event management and program development experience preferred;
- Customer service and experience is 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;
- Completion of Foundations of Volleyball, CAC Safe Sport, Making Headway, and MED modules is required or must be completed within one month of start date;
- NCCP Volleyball Development Coach certification is an asset;
- Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset;
- First-Aid and CPR training is an asset.

## APPLICATION DETAILS

Please forward resume and cover letter to [hire@volleyballbc.org](mailto:hire@volleyballbc.org). Position will be kept open until filled.

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