

POSITION PROFILE

JOB INFORMATION

Job Title	Adult Program Coordinator
Organization	Volleyball BC
Reports to	Manager, Recreational Programs
Work Type	Contract, 1.0 FTE (40 hours per week); Sunday to Thursday; Evening hours
Start Date	October 2024
Closing Date	5:00 PM PDT, Monday, October 7, 2024 (If the position is not filled the competition will remain open until a candidate has been selected)
Salary	Salary starting from \$51,500 - \$55,000 per annum

JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC. The head offices are based at the Harry Jerome Sports Centre (HJSC) located in Burnaby, BC.

The Adult Programs Coordinator is highly organized and experienced in program administration. Reporting to the Manager, Recreational Programs, this dynamic role is responsible for the planning, coordination and delivery of Volleyball BC's adult recreational leagues in the Lower Mainland and Fraser Valley regions. This role involves organizing, scheduling, and managing the logistics of leagues, ensuring a high-quality experience for participants, managing league coordinators and working closely with other staff members to promote and grow the adult volleyball programs.

This position is located at our head office, the Harry Jerome Sports Center, in Burnaby, BC and will require the ability to work evenings and weekends at satellite locations when leagues are being hosted by Volleyball BC. This position will require the candidate to work Sunday to Thursday during the Fall, Winter and Spring indoor seasons and Monday to Friday during the Summer season. Hours of work will typically be from 1:00 pm to 9:00 pm. The successful candidate will be a strong multi-tasker and organizer and have experience in event planning, program management and community engagement.

ROLES AND RESPONSIBILITIES

1. Duties

- Plan and deliver Indoor/Outdoor adult recreational volleyball leagues;
- Updating online schedules and management of event registration systems for all Adult Leagues;
- Event management and execution, on-site coordination when required;
- Ongoing communication with members and league participants;
- Implementation of policies and procedures to ensure consistent and fair play across all leagues.
- Work with Manager, Recreational Programs to identify new league opportunities to develop and implement; collaborate with other Volleyball BC staff to ensure alignment with organizational goals and objectives.
- Coordinate with facilities managers, referees, and other external partners to ensure the successful execution of leagues.
- Coordinate and support scheduling of part-time staff and coordinators for adult leagues;
- Work with Manager, Recreational Programs to maintain annual budget for adult leagues;
- On-site support for flagship events such as The Vancouver Open, and Adult Beach Provincial Championships and other Adult tournaments;
- Communicate with external stakeholders including (but not limited to); local municipalities, school districts, adult rec. volleyball providers etc.
- Participate in Volleyball BC projects and events where applicable.
- Act as a backup for the Youth Recreation Program Coordinator and the Manager, Recreational Programs.
- Other duties and assignments as required.

2. Supervisory Responsibilities

- Hires, manages, and evaluates part-time and seasonal program staff with support from Manager, Recreational Manager;
- Responsible for the storage, maintenance, and inventory tracking of valuable program equipment and supplies;
- Assists the Manager, Recreational Programs in scheduling the summer staff for delivering leagues.

3. Working Conditions

- Primary working location is a standard office environment (65% of time);
- Approximately 20% of time spent at outdoor facilities (i.e. beach and/or grass courts):
- Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand;
- Approximately 15% of time spent at indoor facilities such as gymnasiums:
- Direct exposure to loud noise due to live sports and music in an enclosed area;
- Required to travel throughout Lower Mainland and Fraser Valley during specific times with event equipment and throughout the province as required for volleyball events – access to personal vehicle is required;
- This position requires flexibility in working hours, including evenings and weekends, to accommodate league schedules.
- 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 understanding of volleyball programming is required (i.e. program 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 G-Suite and strong computer skills including Microsoft Excel;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment).'
- Experience working with registration databases is considered an asset.

2. Training and Experience:

- Completion of four-year university degree in relevant field preferred (i.e. Recreation Management, Sport Administration, Business Administration, Kinesiology or Education);
- 2 – 3 years of event management and recreation 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;
- Access to a personal vehicle required;
- Completion and maintenance of clear Criminal Record Check required;
- 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. 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.