



## TEAM CANADA WOMEN AND MEN PARA (SITTING) VOLLEYBALL – NATIONAL TEAM COORDINATOR

Under the direction of the Director, High Performance (Para Volleyball) and in cooperation with the National Team Head Coaches, the National Team Coordinator is responsible for the organization and administration of specific areas relating to the women's and men's para (sitting) volleyball national team programs.

This position will be based out of either Edmonton, Alberta or Calgary, Alberta.

### Coordinator's Role and Responsibilities:

Basic responsibilities to include, but not limited to:

- Responsible for the coordination of all aspects of training and competition for Women's and Men's Para National Team programs, including services, and events for athletes, coaches, and volunteers.
- Works under the supervision of the National Team Staff
- Assures effective liaison between VC and its main partners: Provincial/Territorial Associations (PTAs), Canadian Paralympic Committee (CPC), World ParaVolley (WPV), ParaVolley Pan America, etc.
- A more detailed job description is included on the following pages.

### Desired Qualifications:

- University degree in a relevant field or equivalent
- Strong demonstrated knowledge of Canada's two official languages is recommended.
- Demonstrated knowledge of the Canadian and World sport system, with a focus on volleyball
- Strong keyboard & computer skills.
- Effective communication skills.
- Ability to work with deadlines and under pressure.
- Commitment to a challenging, demanding, spontaneous working environment.
- Availability to travel as required - may require working on some evenings and weekends.

### Term

This position is a 0.5 FTE position. The preferred start date is as soon as possible.

### Salary

Will be dependent on experience and qualifications.

Application deadline:  
May 3, 2024

Send a cover letter, a resume and three (3) references BY E-MAIL ONLY, to:

Jamie Dorian  
Human Resources Coordinator  
Volleyball Canada  
[jdorian@volleyball.ca](mailto:jdorian@volleyball.ca)

We thank all applicants, however, only those candidates selected for an interview will be contacted.

Volleyball Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.



## TEAM CANADA WOMEN'S AND MEN'S PARA (SITTING) VOLLEYBALL – NATIONAL TEAM COORDINATOR

### GENERAL DESCRIPTION:

Under the direction of the Director, High Performance (Para Volleyball) and in cooperation with the National Team Head Coaches, the National Team Coordinator is responsible for the organization and administration of specific areas relating to the women's and men's para (sitting) volleyball national team programs.

### ROLE:

- An Administrator and planner in terms of the ongoing execution of national team programs, services, and events.
- A Facilitator in terms of the participation in both the regional and centralized training programs by the individual team members, Coaching Staff, VC Members, facility staff and public.
- A Communicator in terms of channeling information to ensure maximum promotion & participation in the sitting volleyball programs, services, and events.
- An Implementer in terms of assisting athletes, coaching staff, and volunteers in carrying out training center programs.
- An Educator in terms of exposing athletes, coaching staff, volunteers, and public to national team programs, events, and activities.

### LEVEL OF AUTHORITY:

Reports directly to the Director, High Performance (Para Volleyball) and coordinates with Women's and Men's Head Coaches as required.

### Works with:

- Internally: Director, High Performance (Para Volleyball) – Women's Para National Team Head Coach – Men's Para National Team Head Coach - Assistant Coaches – Regional Coaches - National Team athletes - Other National Team staff - Volleyball Canada staff
- Externally: Other Volleyball Canada staff – Facility staff at respective training centers – Canadian Sport Institutes - Schools and Physical Education Consultants - Community Groups and Organizations - Sponsors and other Stakeholders - National Team Athlete Representatives – Alumni – CPC - Athletes CAN

### Power of Decision:

The National Team Coordinator, in consultation with the Director, High Performance and Coaching Staff, has sufficient authority to take measures that are necessary in the daily management of specific events, services & programs under his/her jurisdiction with program budgetary and policy limitations.

### KEY RESPONSIBILITIES:

#### General Administration

- Office resource relating to the para national team programs.
- To provide ongoing evaluation and reporting of the program areas under his/her jurisdiction.
- To attend staff meetings, host committee meetings, and other VC meetings as required.
- Oversee and keep current all national team seasonal program plans, all applicable selection camp and athlete information documentation.
- To prepare all information relating to the national team as required for all promotional material.
- Assist the Director, High Performance (Para Volleyball) with Insurance, AAP submissions and Anti-Doping tracking and drug-testing.

#### Budgeting & Finance



- Assist the Director, High Performance (Para Volleyball) with the necessary information for budgets and financial forecasts as they relate to para national teams.
- Ensure that all program expenses, purchases, and events are within approved annual budget.
- Ensure proper documentation is obtained for any expense claims submitted by athletes and/or staff and submit all claims to finance department.
- Lead revenue generation events and activities on behalf of sitting volleyball national teams (eg: Online 50/50 fundraiser, VC Auction).
- Collect annual team fees from athletes through approved platform or registration system. Follow-up with any outstanding fees.

#### Athlete Support Services

- Arrange accommodation and meals as required for regional and centralized training.
- Arrange travel and ground transportation as required for regional and centralized training.
- Update athlete profiles annually – arrange for team photos/ headshots.
- Liaise with AthletesCAN: update athlete database, Bell Mobility program, AGM.
- Develop and update athlete on-boarding materials as required.

#### Team Support

- Responsible for arranging facility requirements for team training camps, centralization training and domestic events.
- Responsible for all travel arrangements for training camps, domestic events, and international events as required.
- Responsible for all accommodation and meal arrangements for training camps, centralization, domestic events, and international events as required.
- Responsible for ongoing communication to all athletes and support staff regarding training, competition, and team activities and events.
- Assist the Director, High Performance (Para Volleyball) and Head Coaches with the organization of Selection Camps and centralized training camps.

#### Team Equipment

- Responsible for ordering and any necessary screening / embroidery required, of all required team equipment including such items as uniforms, shoes, track suits, training clothes, protective equipment, and travel wear.
- Ensure all athletes and support staff receive their necessary allotment of training and competition equipment.
- Ensure sponsor servicing requirements are met as outlined by Volleyball Canada.
- Maintain an inventory of all clothing, uniforms, and necessary equipment.
- Order performance equipment as required in consultation with coaches and Director, High Performance (Para)

#### Event Support

- In conjunction with local hosting committees and the Director, High Performance (Para Volleyball), assist as necessary with all domestic events and competitions.
- Apply for visas when required for international events. Ensure all athletes and staff passports are updated and valid on an annual basis.
- Ensure all necessary documentation required for each competition is completed as per deadlines.
- Liaise with World ParaVolley and ParaVolley Pan America as necessary to prepare for or organize events.

#### Public Relations

- Work with the Communications and Marketing staff regarding appearances & events.
- Support revenue generation initiatives as needed with regards to the program and training centre.
- Coordinate local donations (secure/ship) for annual online auction.
- Assist in the development and distribution of promotional material for team activities, competitions & events.



- Assist Communications and Marketing staff with managing the VC website and social media tools.

Other

- To be involved in various other projects and tasks as assigned by Head Coach(es) and Director, High Performance (Para Volleyball).