

JOB POSTING

OVA Program Assistant Internship

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 provide a fun, safe and rewarding environment through a commitment of volleyball for life. 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 officials with professional development opportunities.

Application Deadline: November 15, 2024

Reports to: Manager of Indoor Programs and Special Events

Position Level: Full Time with 1, in-person office day per week.

Start Date: Wednesday January 15th, 2025

End Date: April 30, 2025

JOB SUMMARY

The OVA is looking for a Program Assistant to help plan and execute the Ontario Championships in April 2025 as well as assist with Niagara Falls Convention Centre (NFCC) convention centre event in March 2025. In addition to the Ontario Championships, the candidate will be assigned tasks which will help deliver regular season tournaments.

The OVA will work with school programs to support either full time, 5 day per week internship programs, or shorter work weeks (i.e. 4 days) to ensure the candidate is successful in their placement and achieving their required work hours. The successful candidate must commit to being on site with the OVA staff to help deliver the following events:

- Niagara Fall Convention Centre (Niagara Falls) – March 26th – 31st
- Ontario Championships (Waterloo) – April 1st - 21st
- Ontario Championships (Ottawa) – April 22nd – 30th

KEY ROLES AND RESPONSIBILITIES

Under the supervision of the Manger of Indoor Programs and Special Events, the Program Assistant Intern will assist in the delivery of key OVA deliverables and encompasses a broad range of tasks and responsibilities. This position may also require lifting heavy objects and long periods of standing while at events.

NFCC Programming and Ontario Championships Responsibilities:

- Updating the OVA website with tournament schedules, results and pertinent information regarding regular season and special events.
- Assisting the youth competitions team with tournament resource distribution
- Assist with the program logistics including athlete and Club communications, travel, booking accommodations for staff and referees at special events.
- Ordering procurement, including but not limited to team bags, team giveaways, referee clothing packages, prizing, etc.
- Taking and distribute meeting minutes pertaining to the convention centre event and Ontario Championships.
- Assist in the coordination and execution of marketing efforts to increase event awareness and tourism in event host cities.
- Obtaining quotes to secure vendors for the OVA's athlete Fun Zone at Ontario Championships.
- Assist with participant data collection through the Membership Registration System and age verifications and Respect in Sport (RIS) checks.
- Creating team packages for onsite distribution at Ontario Championships.
- Creating team check in process and Excel sheets for Ontario Championships delivery and help lead the team check in process for 1,150+ teams.
- Assist with the hiring, training and managing of event staff to deliver special events
- Obtaining quotes and securing contracts for on site medical providers
- Assist with roster collection and uploading rosters for the on-line event AES scoring system and into the OVA Champs App.
- Onsite manual labour for the set up of special events, including lifting up to 75lbs of volleyball equipment
- Assist with the onsite branding at special events, including but not limited to decal installs, banner and A frame installation, poster installation, etc.
- Office responsibilities (telephone, photocopying, fax, mail, email, updating OVA website) and any other duties as required

Qualifications:

- Degree or a student in a sport administration program
- Familiarity with Ontario's sport system
- Successful candidate will have good people skills and have strong organizational and computer skills
- Ability to work under tight timelines and multi-task
- A problem solver who can get to the root of an issue and effect change
- Proficient user of Microsoft Office
- A creative self-starter with the ability to work independently or as a part of a team
- If over 18, a police record check and OVA screening process to be completed
- Hours can include some evening meetings and requires attendance at Grand Prix and Ontario Championship events.



 111-60 Scarsdale Rd.
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 info@ontariovolleyball.org
 1-800-372-1568

COMPENSATION:

The successful applicant will receive \$75 per day. Travel, food, and accommodations will be provided while attending all OVA events on site and a \$175 honorarium will be paid out on those event days.

To apply please email your cover letter and resume, with “*OVA Program Assistant Internship*” in the header to:

Mark Wiersma
Manager of Indoor Programs and Special Events
mwiersma@ontariovolleyball.org .

The OVA 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.

The OVA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only those candidates selected for interviews will be contacted.