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ONTARIO VOLLEYBALL EMPLOYMENT OPPORTUNITY OPERATIONS COORDINATOR

Location: 60 Scarsdale Road, Unit #111, Toronto, M3B 2R7
Supervisor's Title: Operations Lead
Hours: 37.5 hours per week, which includes evenings and weekends
Benefits: Provided
Salary Range: Commensurate with experience
Posting Date: October 11, 2023
Closing Date: October 25, 2023

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit athlete-centered provincial sports association providing leadership in the growth, development, and delivery of indoor, beach and sitting volleyball in Ontario.

It is our vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. To that end, the OVA engages with the community to support athletes through quality service and by offering a safe sport experience. The OVA supports the holistic development of athletes by providing a clear and comprehensive development pathway for all stages and abilities. Further, the OVA strives to inspire Clubs, coaches and referees with continuous learning and improvement opportunities.

JOB SUMMARY

Ontario Volleyball is searching for an energetic and passionate individual to support our Operations Department. In this role, you will provide comprehensive administrative, logistic, operational support and event planning assistance to all functional areas of the Operations team. In addition, you may be asked to provide support with many of the day-to-day requirements of the OVA, its staff and all its contributing parts for onsite delivery of special events for indoor, beach and sitting volleyball. Finally, you will be responsible for the overarching goal of achieving operational excellence within our clubs. This role will be integral in fulfilling our strategic goals by advancing our sport in the communities.

KEY RESPONSIBILITIES

The role involves event coordination and on-site support. As such, the position requires travel and a significant amount of work on weekends. The role encompasses a broad range of tasks and responsibilities including but not limited to the following:

CLUB SUPPORT

- Provide support and service club leaders, staff, and volunteers.
- Create and maintain the online hub of resources on the Club Resource page of the website.
- Develop and maintain effective relationships with volunteers and staff of member clubs.
- Develop channels for community input and feedback by identifying Association program needs, strengths, and weaknesses through analytical assessment including gathering feedback from key stakeholders via wellness checks, surveys, Town Hall Sessions, and focus groups.
- Deliver safe sport initiatives by leading the membership Person in Authority eligibility policy checks, administering Respect in Sport, Club Form compliance and communicating with clubs and members on ineligibility issues.
- Support clubs in implementing provincial policies and best practices in areas of governance and operations.

- Plan training and professional development sessions for volunteers and Club Board members.
- Support the Regional Council and its initiatives.

BEACH TOUR

- Manage the delivery and beach crew for 14 weekends of summer Beach Tour Competitions including satellite events, Ontario Championships and National Championships.
 - May be required to split time between the office and the beach to ensure the OVA Beach Tour operates smoothly.
 - Ensure permits/locations of host beach are secured.
 - Ensure bidding and satellite tournament information is available through the website.
 - Create and manage event registrations through the Membership Registration System.
 - Develop schedules and team seedings and tournament scoresheets.
 - Verify, record and post results online.
 - Train seasonal staff on event delivery and ensure the setup of event onsite equipment (will involve physical labour) and manage OVA Beach Crew during assigned events.
 - Book all event staff, including medical staff/athletic therapists, working referees and security.
 - Prepare and administer post-season surveys and evaluations and make recommendations for program enhancements.
 - Deliver Winter Beach Tour events.

OPERATIONS & EVENT MANAGEMENT SUPPORT

- Support the Grassroots and Community Outreach Manager by updating the website with Volleyball 4 Life program details (house leagues and special events) and sending out clinic/program kits.
- Assist the Operations Lead with administering referee courses, Rules R, Referee Engagement Centre, Arbitrator sports referee assigning software and coaching certification workshop delivery, this includes website updates.
- Manage and administer the Person in Authority eligibility checks via the Membership Registration System (MRS).
- Support the youth competitions team by maintaining tournament information pages on the website, managing inventory tracking of competition supplies, and communicating with the clubs and confirming upcoming hosting events.
- Assist the Operations team on event planning and onsite delivery of events including, but not limited to:
 - Two Indoor Competitions Convention Centre events – timing varies
 - OVA Annual General Meeting – December
 - Ontario Winter ParaSport Games – February
 - Indoor Ontario Championships – April
 - National Indoor Championships – May
 - OVAtion Banquet and Hall of Fame – June
 - Beach National Championships – August
- Respond to public and internal inquiries in an efficient and timely manner.
- Contribute to the strategic planning and program plan development of assigned program areas.
- Provide administrative and office management support to the Operations Managers (Indoor, Beach and Community Outreach).
- Participate in special projects and perform other related duties as requested.

- Always conduct oneself in a professional manner, maintain confidentiality, take pride in the Association, its people, and the role.

QUALIFICATIONS & REQUIREMENTS:

- Sport Management or related business degree preferred.
- Event management or sport association experience preferred.
- Extensive computer knowledge, including MS Word, MS Excel, PowerPoint, Zoom and Outlook.
- Creative and innovative with the ability to problem solve and be flexible as situations evolve.
- Proven to perform well under pressure and manage multiple priorities simultaneously.
- A positive, winning attitude, incorporating integrity and discretion.
- Demonstrated ability to build and develop professional relationships.
- A high level of accuracy, attention to detail and confidentiality.
- Proven ability to listen, understand and communicate effectively.
- Accepting direction while also displaying a high level of initiative.
- Ability to grasp new concepts quickly.
- Comfortable and capable of meeting deadlines.
- Must have the ability to work remotely and work independently with minimal supervision.
- Must be legally eligible to work in Canada.
- A current Enhanced Police Record Check will be required.
- Ability to work flexible hours including weekend and extended hours as required.
- Travel is necessary so personal car and valid driver's license required.

The incumbent must also demonstrate personal attributes that will support the OVA's Organizational Standards:

- Foster an inclusive community
- Treat all people with dignity and kindness
- Act with integrity in all that we do
- Utilize collaboration to meet our common purpose
- Embrace innovation with bold creativity
- Challenge excellence and continuous learning, always

TO APPLY

Please submit your resume electronically by quoting "Operations Coordinator" in the subject line (MS Word or pdf format only) to kcheng@ontariovolleyball.org by 11:55 pm on October 25, 2023 with the following attachments:

1. Cover letter summarizing motivations, expected salary range and candidate's main skills related to the position
2. Resume
3. Reference Letters (2)

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible to all and will make all reasonable accommodations for job applicants with disabilities to support their full participation in our recruitment process.

Thank-you, for your application but only potential candidates will be contacted for an interview.