

ONTARIO VOLLEYBALL CONTRACT OPPORTUNITY BEACH TOUR COORDINATOR

Supervisor's Title: Kelvin Cheng, Manager of Operations

Position Level: Full-time seasonal contract

Contract Term: May 13, 2026 to August 16, 2026

Compensation: \$125/per day in office and set up, \$275/tournament day

Work week: 37.5 hours per week (modified work week)

Closing Date: February 16, 2026 or Until Filled

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 to Volleyball for Life.

JOB DESCRIPTION

The OVA Beach Tour is the leading beach volleyball tour in Canada. We are looking for vibrant, hard-working individuals who are keen to assist in the delivery of the OVA Beach Tour.

Between May and August, the OVA hosts 14 weekend beach tournaments throughout Ontario including Ontario Championships & Nationals. The Beach Tour Coordinator will split their time between the office and the beach (Toronto and Cobourg) to ensure the OVA Beach Tour runs smoothly.

Responsibilities include, but are not limited to:

- Lead in the organization, management and delivery of Beach Tour competitions including:
 - Develop schedules and team seedings using myteam.click online software
 - Verify, record and post results online
 - Ensure setup of event onsite (will involve physical labour)
 - Book medical staff/athletic therapists
 - Schedule security and review all equipment is present on site
 - Arrange and organize prizing for tournament winners
 - Manage and lead the OVA Beach Crew staff members (11) at all Beach Tour stops (Toronto & Cobourg)
 - Liaise with facility staff onsite
 - Work with Head Official to ensure smooth delivery of event
 - Be the main on-site contact and Tournament Director for all participants including referees, coaches, athletes and spectators
- In conjunction with Manager of Operations, manage and adhere to policies and procedures of the OVA Beach Tour Handbook
- Communicate and work with tournament venue hosts

Qualifications & Desired Requirements:

- Currently enrolled in a post-secondary program in sport management or similar program
- Able to work Wednesdays to Sundays each week (2 days in office, 3 days on the beach)
- Previous experience with running large scale volleyball tournaments an asset
- Reliable, self-motivated, hardworking individual capable of leading Beach Crew staff
- Willing to work in various weather conditions (rain, wind, sun)
- Familiar with tournament scheduling and logistics
- High attention to detail, adaptability and strong problem-solving skills
- Ability and willingness to work independently or as a part of a team
- Strong public speaking and conflict management abilities
- Ability to lift up to 50lbs

The incumbent must also demonstrate the following personal attributes that reflect 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:

Interested parties should send their resume and cover letter with "OVA BEACH TOUR COORDINATOR – 'YOUR NAME'" in the email subject line to the OVA Manager of Operations, Kelvin Cheng (kcheng@ontariovolleyball.org).

The Ontario Volleyball Association has the following job opportunity available to all young people aged 15 to 30 under the Canada Summer Jobs employment program (subject to government funding approval). The OVA promotes equal employment opportunities for all job applicants, including those self-identifying as aboriginal, members of a visible minority, newcomers to Canada or individuals with disabilities.

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