



 111-60 Scarsdale Rd.
Toronto, ON M3B 2R7
 info@ontariovolleyball.org
 1-800-372-1568

ONTARIO VOLLEYBALL
EMPLOYMENT OPPORTUNITY
ATHLETE DEVELOPMENT INTERN

Position: Part-time seasonal contract

Contract Term: May 12, 2025 to August 15, 2025 (14 weeks)

Supervisor's Title: Director of Sport Development and Technology

Contract Location: Work from home and various camp locations (Toronto, Guelph, Niagara, Hamilton, Waterloo)

Compensation: \$17.50 per hour, 37.5 hours a week on average

Closing Date: Sunday, March 2nd, 2025

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

The Ontario Volleyball Association (OVA) is looking for a vibrant, hard-working individual eager to assist in the planning and coordination of OVA's youth athlete development programs as part of the Team Ontario volleyball initiative. During the summer months, the OVA will run youth athlete development programs for more than 600 teenagers across Ontario. The Athlete Development Intern will work closely with OVA staff to plan and coordinate all aspects of event delivery, including athlete selection, athlete registration, communication with participants, booking facility spaces, and more. Additionally, this role will support the International Coaching Symposium, the Team Ontario sitting volleyball camp, and provide coaching support at various camps throughout the summer. This is a full-time position requiring a commitment of 5 days per week for a duration of 14 weeks.

This position is being considered as part of the Government of Ontario's Summer Employment Opportunities Program. Pending funding approval, this initiative may receive support from the Government of Ontario.

KEY RESPONSIBILITIES

- Coordinate athlete selection, including communication with coaches and participants.
- Manage athlete registrations and communications with athletes and their parents.
- Plan and organize logistics, including accommodations, training spaces, and equipment needs.
- Handle clothing packages for all Team Ontario programs.
- Oversee on-site event coordination, including daily setup and takedown for events.
- Assist with planning, athlete support, and ongoing coordination tasks throughout the Team Ontario Red program, including the Canada Cup.
- Coordinate tournament scheduling for the Team Ontario Regional Cup.
- Organize and deliver off-court sessions at the Team Ontario Regional Program (TORP).
- Support the delivery of the VNL International Coaching Symposium in Ottawa.
- Manage on-site coordination of the Team Ontario Sitting Volleyball camp.
- Coordinate the indoor Canada Games tryout.
- Manage social media coverage at events by posting updates and images to OVA accounts.
- Create player and coach profiles for the Team Ontario website.
- Participate in event debriefs to provide feedback for program improvement.
- Act as an ambassador for the sport, promoting the values and mission of the OVA.
- Other duties as assigned.

QUALIFICATIONS:

- Able to work weekends and stay on site during camps and events
- Interest for project management and high-performance sports
- Experience with coaching and working with youth athletes
- Reliable, self-motivated, hard-working individual
- Ability to work as part of a dynamic team
- Excellent written and oral communication skills
- Excellent customer service
- Applicants must be currently enrolled in a secondary or post-secondary institution, or have graduated within the past six months, and must be at least 15 years old at the start of employment.
- Proof of student enrollment is required.
- Must be a resident of Ontario during the employment period.
- Must be eligible to work in Canada and possess a valid Social Insurance Number (SIN).
- Applicants must reside in Ontario at the time of employment commencement.
- Ability to lift up to 50lbs
- Valid Vulnerable Sector Screening & Police Screening Check (can be obtained upon employment)

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



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- Utilize collaboration to meet our common purpose
- Embrace innovation with bold creativity
- Challenge excellence and continuous learning, always

TO APPLY

1. Please submit your **resume and cover letter** electronically by quoting “Athlete Development Intern” in the subject line (MS Word or pdf format only) to Lauren Sokolowski lsokolowski@ontariovolleyball.org
 - Include the name and contact of 2 references in your resume
2. Complete this **5-min virtual one-way preliminary interview**: https://hire.li/g3xxRI10_BR7J0hnV64FY

The documents must be submitted and the preliminary interview must be completed **by 11:55 pm on March 2, 2025**.

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

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