

**ONTARIO VOLLEYBALL  
EMPLOYMENT OPPORTUNITY  
BEACH TOUR ASSISTANT COORDINATOR**

**Supervisor's Title:** Kelvin Cheng, Operations Lead  
**Position Level:** Full-time seasonal contract  
**Contract Term:** May 9, 2022 to August 22, 2022  
**Compensation:** \$17.00 per hour  
**Work week:** 37.5 hours per week (modified work week)  
**Closing Date:** Friday, February 28, 2020

**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 be recognized as a leading sport organization in Canada. 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.

**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 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:
  - Ensure permits/locations of host beach are secured
  - Develop schedules and team seedings
  - Create tournament scoresheets
  - Verify, record and post results online
  - Ensure setup of event onsite (will involve physical labour)
  - Manage social media onsite at events
  - Book medical staff/athletic therapists
  - Liaise with referee assignor to book officials
  - Schedule security and review all equipment is present on site
  - Arrange prize through sponsorships, donations, purchases, etc.
  - Manage OVA Beach Crew at all tour stops
  - Liaise with facility staff onsite
- In conjunction with Operations Lead, manage and adhere to annual OVA Beach Handbook
- Ensure bidding and hosting tournament information is available through website



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- Communicate and work with tournament venue hosts
- Prepare and administer post season surveys and evaluations and make recommendations to the Beach Committee for Beach Tour program enhancements

#### **Qualifications & Desired Requirements:**

- Currently enrolled in a post-secondary program in sport management or similar program
- Able to work Wednesday to Sunday (2 days in office, 3 days on the beach)
- Previous experience with running large scale volleyball tournaments an asset
- Reliable, self-motivated, hard-working individual
- Willing to work in various weather conditions (rain, wind, sun)
- Familiar with tournament scheduling and logistics
- High attention to detail
- Ability and willingness to work independently or as a part of a team
- Strong public speaking ability
- 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 to the OVA Operations Lead, Kelvin Cheng ([kcheng@ontariovolleyball.org](mailto:kcheng@ontariovolleyball.org)) by Monday, March 21<sup>st</sup>, 2022.

**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.**