

EMPLOYMENT OPPORTUNITY

OVA Ottawa Assignor

Posting Date: September 30, 2022

Closing Date: October 14, 2022

Reports to: Operations Lead and Region 6 Referee Chair (RRC)

Compensation: \$5 per referee assigned for OVA tournaments

Term of employment: 1 year (2022-2023) with the opportunity for a 1-year extension

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 and beach 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 referees with professional development opportunities.

Job Summary

Under the direction of the Operations Lead and the Region 6 RRC, the assignor will perform a dual role. The first is to assign referees to OVA matches and tournaments throughout the Ottawa region based on needs as well as the suitability of referees. Secondly, the assignor must work closely with the various senior referees to determine which referees are developing and therefore looking for more challenging assignments.

The person holding this position must be a registered OVA member in good standing, be up to date with OVA and VC policies and regulations, be a good communicator, be a meticulous record keeper and be computer savvy. They must maintain an accurate record of all events assigned as well as specific duties at those events so the referees are paid correctly and on a timely basis. The assignor must also be willing to learn how to use Arbiter Sports online assigning system as they must submit a record of work along with all corresponding requests for payments using that software.

Key Roles and Responsibilities

Under the supervision of the Operations Lead and the Region 6 RRC, the incumbent will be responsible for the following:

- Assign qualified referees that meet the OVA membership policy and safe sport requirements to the various matches and tournaments
- Maintain accurate records of every referee's work schedule, mileage, and accommodation as per OVA policy and submit to the Operations Lead for payment after each tournament (template will be provided)
- Assign referees through Arbiter online assigning software
- Be a thorough communicator and respond in a timely manner to all internal/external emails and phone calls with respect to referees' assignments
- Responsible for working closely with OVA staff to ensure optimum coverage of referees for all tournaments
- Act as an ambassador for the OVA with all interested referees

Requirements

- resident of region 6
- at minimum certified Level 2 Indoor Provincial Referee

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Standards:

- Fostering an inclusive community
- Treating all people with dignity and kindness
- Acting with integrity in all that we do
- Utilizing collaboration to meet our common purpose
- Embracing innovation with bold creativity
- Challenging excellence and continuous learning, always

Application requirements:

- Cover letter
- Resume

Please forward your cover letter, and resume in confidence, via email, (include in the subject line – OVA Ottawa Assignor), prior to October 14, 2022, to Kelvin Cheng, Operations Lead
kcheng@ontariovolleyball.org

**The OVA is an equal-opportunity employer.
Only potential candidates will be contacted for an interview.**