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**ONTARIO VOLLEYBALL  
EMPLOYMENT OPPORTUNITY  
ASHBRIDGES BAY BEACH LEAGUE COORDINATOR**

**Supervisor's Title:** Suzanne Wallace, Manager of Beach Programs  
**Position Level:** Full-time seasonal contract  
**Contract Term:** May 1, 2019 to August 30, 2019  
**Work week:** 1:00pm to 9:00pm Monday to Friday (excluding statutory holidays)  
**Compensation:** \$18/hr  
**Application Closing Date:** Friday, March 1<sup>st</sup>, 2019

**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 officials with professional development opportunities.

**JOB DESCRIPTION**

The OVA will be hiring a position where the successful candidate will be a part of the team for the delivery of the Ashbridges Bay beach volleyball league and all other OVA beach programming. Your duties will include but are not limited to:

- League equipment set-up and take down
- League equipment monitoring and maintenance
- Beach clean-up
- Oversee corporate rentals at the facility
- Oversee youth beach camps and leagues
- Adhere to OVA policies and procedures
- Exemplary customer service with participants and partners and resolving conflicts as they occur
- Set up for leagues, including preparing schedules on boards, bringing league materials to the beach tents, distribution and recovery of score cards
- Ensure the safety of league members
- Distribution of volleyball equipment including lines & balls
- Trade-for-rental private and personal effects (i.e. driver's licenses)
- Ensure equipment is returned to storage in a timely and orderly manner
- Venue & shed maintenance
- Additional tasks as assigned/required

**Qualifications:**

- Experience in the sport of volleyball an asset but not required
- Proven ability to multi-task effectively and strong organizational skills required
- Demonstrated ability to professionally interact with all organizational levels
- Proven solution oriented decision-making ability
- Able to work under pressure with tight deadlines
- Reliable, self-motivated, hard-working individual
- Willing to work in various weather conditions (rain, wind, sun)
- Ability to perform physically demanding tasks

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

**Accountable:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

**Excellence:** by designing and delivering the best possible programs and services for all OVA stakeholders.

**Collaborative:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.

**Intentional:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

**Sustainable:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

**Integrity & Respect:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

**TO APPLY:**

Interested parties should send their resume and cover letter to the OVA Manager of Beach Programs, Suzanne Wallace ([swallace@ontariovolleyball.org](mailto:swallace@ontariovolleyball.org)) by Friday, March 1<sup>st</sup>, 2019.

**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.**