

EMPLOYMENT OPPORTUNITY

Athlete Development Coordinator/Apprentice Coach

Location: 111-60 Scarsdale Rd

Supervisor's Title: High Performance Director

Position Level: Full time (average 37.5 hrs/week)

Salary Range: Commensurate with experience

Professional Development: Provided

Benefits: Provided

Posting Date: July 6th, 2018

Closing Date: August 1st, 2018 – 11:59pm

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.

OVA's athlete development programs create a bridge between Ontario's club programs and the Canadian National Team. Achieved through systematic programming of both athlete and coach identification, the objective is to provide athletes and coaches the resources and environment necessary for them to learn and excel to the best of their abilities.

JOB SUMMARY

The Athlete Development Coordinator plays both an administrative role and a technical leadership role in the delivery of the OVA High Performance Plan. The position combines coordinating tasks with coaching opportunities through various OVA high performance programs such as Team Ontario. The Athlete Development Coordinator works closely with the High Performance Director, other OVA staff and the members of the volleyball community to deliver programming to Ontario athletes. The role includes participation in regular coaching professional development activities to refine the Coordinator's technical knowledge. The Athlete Development Coordinator plays an important role in sharing and promoting athlete development best practices in the community.

KEY ROLES AND RESPONSIBILITIES

The role encompasses a broad range of tasks and responsibilities including but not limited to the following:

Team Ontario and Other Athlete Development Programs

- Plan, manage and deliver Team Ontario Indoor programs and other high performance programs such as Tall Maples, Regional Centers and the HPC
 - Administer program budget
 - Book venues, accommodations and food services for various programs
 - Develop schedules for camps in line with program objectives
 - Order team clothing/uniforms, manage branding and distribute clothing packages to athletes and coaches
 - Provide on-site management to ADP Centers including Athlete and Coach Registration, being the onsite liaison to Team Ontario Coaches and the Facility Operation staff
 - Communicate with Team Ontario coaches to plan, develop and deliver the High Performance Centre and Team Ontario programs
 - Make travel arrangements for participants
- Manage the Team Ontario Elite program
 - Coordinate seasonal plan with identified athletes' club coaches
 - Support the coaches and members of the Integrated Support Staff
 - Deliver all activities and events
- Support the coordination of integrated and beach volleyball high performance programs as required
- Be a key contributor to the development of programming for fulfilling objectives of the OVA High Performance Plan
 - Participate in meetings with High Performance Director and various committees
 - Attend Volleyball Canada technical meetings as required

Identification and Recruitment

- Lead and deliver the OVA High Performance Athlete Identification process
 - Communicate all information relative to the identification process via website updates and direct communication with targeted athletes
 - Set up and administer registrations
 - Creating of schedules and assigning evaluators to tournaments
 - Managing the evaluations and identification database
 - Evaluate athletes at OVA regular season events and Ontario Championships
 - Lead the athlete testing for all identified athletes at Ontario Championships (Must attend all Ontario Championship events in April annually)
 - Manage the OVA Athlete Development Intern and volunteers
- Support High Performance Director in identification of coaches for athlete development programs

Coaching and Coach Development

- Develop excellent coaching skills through mentorship as a coach on Team Ontario and other Athlete Development Programs (ADP)
- Attend professional development activities such as NCCP workshops and coaches conferences
- Progress along the NCCP pathway with the objective to achieve the Performance Coach certification
- Assist with the delivery of the non-NCCP portion of the OVA Coaches Education and Development Plan

Communication with Stakeholders

- Communicate with partners in program delivery to guarantee programs will run smoothly and safely
- Communicate with Team Ontario coaches to plan, develop and deliver the High Performance Centre and Team Ontario programs
- Communicate coaches, athletes and their parents using various communication methods such as email, phone and webinar.
- Establish positive relationships with members of OVA clubs and participate in the promotion of athlete development best practices in Ontario
- Update OVA website in a timely manner with high performance program information and results
- Support the delivery of grants applying to high performance programs
- Attend technical meetings with the High Performance Manager when necessary
- Report on program Key Performance Indicators

REQUIREMENTS & QUALIFICATIONS

- A college or university degree
- Interest for project management and high performance sports
- One or two years of event management or sport association experience
- Understanding of Long Term Athlete Development and indoor volleyball development system in Ontario and Canada
- NCCP Development Coach certification (old Level 1) or experience playing volleyball at an elite level (college, university, National Team)
- Desire to learn, share and be mentored for professional development purposes
- Strong organizational skills, time management and attention to detail
- Strong multi-tasking skills and ability to prioritize
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management

- Ability to meet tight deadlines and work well under pressure
- Ability to work as part of a team or work independently and under minimal supervision
- Excellent interpersonal, oral and written communication skills
- Ability to work flexible hours including weekend and extended hours as required
- Working knowledge of the National Coaching Certification Program an asset
- Valid Vulnerable Sector Screening & Police Screening Check
- Travel is necessary so personal car and valid driver's license required

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.



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 1-800-372-1568

TO APPLY

Requirements for applying:

- Cover letter summarizing motivations and candidate's main skills related to the position
- Resume including volleyball coaching experience
- NCCP #
- Reference Letters (2) + contact information of a third reference

Note: Salary will be commensurate with level of experience, skills and qualifications, and subject to negotiation with successful applicant.

Please forward your cover letter, resume and professional letters of reference in confidence, via email, (include in subject line Athlete Development Coordinator), prior to Sunday July 22nd, 2018 at 11:59PM to:

High Performance Director – Louis-Pierre Mainville @ lpmainville@ontariovolleyball.org

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 during the week of July 30th, 2018.