

**EMPLOYMENT OPPORTUNITY**  
OVA Region 6 Assignor - Kingston

**Posting Date:** June 30, 2025

**Closing Date:** July 13, 2025

**Reports to:** Manager of Operations and Region 6 Referee Chair (RRC)

**Compensation:** 4.0% of OVA Tournament Match Fees

**Term of employment:** 1 year (2025-2026 season) 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 provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. 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 Manager of Operations 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 Kingston area as 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, are 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 worked 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 Manager of Operations 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 Manager of Operations for payment after each tournament through Arbiter
- Assign referees through Arbiter online assigning software
- 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 Kingston area;
- at minimum certified Level 2 Indoor Provincial Referee
- meets the requirements for referee eligibility as per the OVA policy

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 via email, (include in the subject line – OVA Region 6 Assignor Kingston – "YOUR NAME"), prior to July 13, 2025 to Kelvin Cheng, Manager of Operations  
[kcheng@ontariovolleyball.org](mailto:kcheng@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.**

**We thank you for your application but only potential candidates will be contacted to set up an interview.**