

OPERATIONS COORDINATOR JOB POSTING

Position: Permanent Full Time

Location: 60 Scarsdale Road, Unit #111, Toronto, ON M3B 2R7 and event locations.

Supervisor's Title: Operations Lead

Salary Range: \$40k - \$45k with extended health benefits and a pension program

Posting Date: December 12, 2022

Closing Date: December 30, 2022

Anticipated Start Date: January 23, 2023

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization. It is an athlete-centred association where dedicated volunteers and professional staff provide leadership and expertise in the growth, development and delivery of indoor, beach and sitting 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

The OVA Operations Coordinator is a multifaceted role. The Operations Coordinator not only supports the Operations Team of the OVA, they will also have a large hand in the planning and onsite delivery of special events for indoor, beach and sitting volleyball.

KEY ROLES AND RESPONSIBILITIES

The role involves event coordination and on-site support. As such, the position requires travel and a significant amount of work on weekends. The role encompasses a broad range of tasks and responsibilities including but not limited to the following:

BEACH TOUR

- Between May and August, administer OVA's 14 weeks of beach tournaments throughout Ontario including satellite events, Ontario Championships & National Championships. The Operations Coordinator may be required to split their time between the office and the beach to ensure the OVA Beach Tour operates smoothly.
- Lead the organization, management and delivery of the Beach Tour Competitions (summer and winter) including.
- Other duties as assigned

OPERATIONS SUPPORT

- Support the Grassroots and Community Outreach Manager by updating the website with program details, sending out clinic and program kits and helping to schedule house league programs, special events, and pilot programs.
- Assist the Operations Lead with administering referee courses and Rules R and coaching certification workshop delivery

- Assist the Operations Lead with the administration of Arbiter Sports online referee assigning software to troubleshoot member issues, run invoices and paysheets and reports.
- Manage and administer referee and coach eligibility checks throughout the season and communicate with coaches and referees on eligibility issues.
- Ensure that assigned areas of the website and the Referee Engagement Centre are being maintained and information is kept up to date and current
- Staff liaison to the Athlete Council, attend meetings, take meeting minutes and share work with the Executive Director.

EVENT MANAGEMENT SUPPORT

- Support the youth competitions team by creating and mailing out host packages, maintaining tournament information pages of the website, managing inventory tracking of competition supplies, communicating with the clubs about confirming upcoming hosting events.
- Assist the Operations team on event planning and onsite delivery of events including, but not limited to:
 - Indoor Competitions Convention Centre events – timing varies
 - OVA Annual General Meeting – December
 - Ontario Winter ParaSport Games – February
 - Indoor Ontario Championships – April
 - National Indoor Championships – May
 - Ontario Beach Tour – May to August
 - OVAtion Banquet and Hall of Fame – June
 - Beach National Championships – August

VOLLEYBALL 4 LIFE & COMMUNITY OUTREACH

- Annual coordination of sitting volleyball in the province, including but not limited to setting up Try It Sessions, booking and scheduling sitting volleyball tournaments for regular season and Ontario Championships delivery and being the main point of contact for stakeholders.
- Collaborate in the recruitment and management of sitting volleyball clinicians to deliver sessions to clubs and community groups upon request.
- Collaborate with ParaSport Ontario to drive tournament management and community outreach for sitting volleyball.
- Support the Manager of Beach Programs in the delivery of Volleyball 4 Life recreational programming opportunities through spring and summer months.
- Support the Manager of Indoor Programs and Athlete Development Coordinator with the delivery of indoor Volleyball 4 Life opportunities for grassroots to adult programming.

CLUB DEVELOPMENT

- Responsible for the overarching goal of achieving operational excellence within our clubs. This role will be integral in fulfilling our strategic goals by advancing our sport in the communities.
- Consistent, reliable source of support for clubs and their boards/volunteers .
- Develop channels for community input and feedback by identifying Association program needs, strengths, and weaknesses through analytical assessment including gathering feedback from key stakeholders via wellness checks, surveys, Town Hall Sessions and focus groups.
- Lead the membership screening, administer Respect in Sport, Club Form compliance and communicate with clubs and members on ineligibility issues.
- Assist with safe sports screening/support delivery of safe sport initiatives.

- Supporting clubs in implementing provincial policies and best practices in areas of governance and operations and planning training and professional development sessions for volunteers and Club Board members.

QUALIFICATIONS & REQUIREMENTS:

- A college or university degree.
- Event management or sport association experience preferred.
- Creative and innovative with the ability to problem solve and be flexible as situations evolve.
- Reliable, self-motivated, hardworking individual.
- Excellent interpersonal, oral and written communication and presentation skills.
- Must be customer service focused, personable and able to engage small working groups of volunteers
- Strong organizational skills, time management and attention to detail.
- Must be competent with MS Office, Google, Zoom, Formstack, Constant Contact.
- Experience in volleyball is an asset.
- Bilingual is an asset.

OTHER DETAILS:

- Must have the ability to work remotely and work independently with minimal supervision.
- Ability to work flexible hours including weekends and extended hours as required.
- Must be legally eligible to work in Canada.
- A current Enhanced Police Record Check will be required.
- Travel is necessary so a personal car and a valid driver's license are required.

The incumbent must also demonstrate personal attributes that will support 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

Please submit your resume electronically by quoting "Operations Coordinator" in the subject line (MS Word or pdf format only) to kcheng@ontariovolleyball.org by December 30, 2022 by 11:55PM with the following attachments:

1. Applicants must send a cover letter summarizing motivations, expected salary range and the candidate's main skills related to the position.
2. Resume
3. Reference Letters (2) + contact information of a third reference.

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