



 111-60 Scarsdale Rd.
Toronto, ON M3B 2R7
 info@ontariovolleyball.org
 1-800-372-1568

ATHLETE DEVELOPMENT COORDINATOR

Position: One-year contract
Location: 60 Scarsdale Road, Unit #111, Toronto, ON M3B 2R7
Supervisor's Title: OVA Athlete Development Director
Start Date: October 7th, 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, beach and sitting 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 SUMMARY

The Athlete Development (AD) Coordinator's main responsibilities will be around the delivery of the athlete development programs from the indoor and beach volleyball pathways.

The AD Coordinator will be responsible for the coordination of the OVA high performance athlete identification process for both beach and indoor volleyball, along with leading the delivery of the Team Ontario Regional Program. This role involves being present at various selection and training camps throughout the year.

Using strong project management and administrative skills the Athlete Development Coordinator will work closely with the Athlete Development Lead, the Senior Beach Development Coach and the Athlete Development Director to support the delivery of the organization's athlete development objectives.

KEY RESPONSIBILITIES

- Plan and coordinate the OVA high performance athlete identification process for beach and indoor volleyball in a way to provide all interested athletes with a chance to be evaluated for a position on a Team Ontario pathway program
- Plan, coordinate and deliver the Team Ontario Regional Program in collaboration with the Regions and their volunteers
- Set-up and coordinate the registration process for various selection and training camps
- Communicate key information to athletes/parents and respond to questions and inquiries in a timely fashion
- Create schedules for athlete evaluations at OVA tournaments, selection camps and training camps
- Assign coaches and evaluators to events and communicate with them important information about the process and the Athlete Matrix in a way to ensure consistency in athlete evaluations across the province

- Create, build and maintain the athlete identification information database to help Team Ontario coaches in the athlete selection process
- Plan and run the athlete identification station at Ontario Championships
- Assist the Senior Beach Development Coach with the planning and coordination of the beach full-time training group program, March Break camp and summer beach Team Ontario programs
- Be the contact person for the Ministry of Tourism, Culture and Sports about the delivery of the Ontario Summer Games
- Keep track of Team Ontario coaches' information including the collection of all screening documents as per the OVA Screening Policy
- Track program expenses and send reports to the Athlete Development Director on progress
- Supervise the delivery of Team Ontario beach and indoor programs as the on-site OVA representative to make sure participant safety is maintained throughout the camps
- Coordinate parts of the upcoming high performance indoor league including coordinating the delivery of competitive events
- Attend other OVA events as assigned by OVA Athlete Development Director
- Other tasks as assigned

QUALIFICATIONS & REQUIREMENTS:

- Experience in project management and high performance sports
- Understanding of basic athlete development principles and how they apply to volleyball specifically
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to work as part of a dynamic team
- Self-initiator/proactive and ability to propose solutions to problems
- Ability to be detail oriented
- Comfortable using Microsoft Excel and managing a large database
- Ability to work some weekends and be on the road for training camps
- Valid Vulnerable Sector Screening & Police Screening Check (can be obtained upon employment)

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.



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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

Candidates interested in applying for the Athlete Development Coordinator position should send the following to info@ontariovolleyball.org with the Subject "Athlete Development Coordinator", by Friday September 20th, 2019 at 11:59pm:

1. Resume
2. Cover Letter outlining experience in project management and high performance sport
3. Salary expectations

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.