



Volleyball Canada invites applicants for...

Volleyball Canada- Coordinator, Athlete and Coach Pathways

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. This position is a first point of contact for day-to-day administrative functions related to pathway programs. Strong organizational, communication, interpersonal skills, and a positive attitude are definite assets. Work will be completed supporting and in collaboration with Pathways Staff, with general supervision.

Volleyball Canada is committed to equity, diversity, and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Key Roles & Responsibilities

- Primary contact and administration for Pathways, including but not limited to:
 - Regional Excellence Programs, Smashball/Grassroots, Coach Education/Eligibility, Athlete and Coach Pathways Committee, Learning Management System (Volleyball Connect)
 - Coaches Association of Canada (CAC)
- **Detailed Job description on next page**

Qualifications/Expertise

- 3+ years prior work experience in program administration, development, and implementation
- An undergraduate degree or equivalent experience in sport management, recreation, business or a related discipline.
- Experience working with clubs, coaches and community program leaders
- Understanding of the CAC, National Coaching Certification Program, and Coach Pathways
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volleyball stakeholders, and volunteers in a professional manner
- Proficiency with Microsoft Office, as well as Learning Management and Registration systems.
- The ability to work independently, and the ability to work well in fast changing environments
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines
- Valid Canadian Driver's License
- Bilingualism (French/English) is an asset
- Knowledge of Volleyball/sport programming is an asset

Term

This is a full-time position. Anticipated start date is February/March 2025

Compensation

Compensation for this position includes a salary range of \$42,000 to \$55,000, commensurate with experience and qualifications, accompanied by a comprehensive benefits package.

Application Deadline

February 14, 2025

Please send a cover letter, a resume and three (3) references **by e-mail only**, to:
Dawna Sales: Director, Athlete and Coach Pathways dsales@volleyball.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.



Job Description Coordinator, Athlete and Coach Pathways

Organization: Volleyball Canada
Supervisor: Director, Athlete and Coach Pathways
Location: **Remote**
Type of Position: Full-time

- Pathways Administration
 - Point of first contact, and general administrator as it relates to all coaching related inquiries, including coach registration, certification, and education
 - Provide direct support, communication and verifying of coach eligibility, registration, and requirements
 - Provide administration support for coach training including workshops and education sessions delivered by Volleyball Canada, including Performance Coach Workshop logistics.
 - Data tracking, analysis, and reporting of coach education in Canada
 - Support the transition from the VC Coaching Centre to Volleyball Connect (Learning Management System)
 - Lead Pathways operations for Volleyball Connect
 - Support alignment with provincial and club volleyball partners.
 - Manage Coaching Association of Canada (CAC) communication through Partner Calls
 - Provide administrative and logistical support for the Athlete and Coach Pathways committee and technical working groups.
- Regional Excellence Programs:
 - Primary contact and administrator for the Regional Excellence Programs across Canada
 - Support all aspects of program administration including program registration, communication with athletes/coaches, facility bookings, gear, equipment, policies & procedures, administrative tools (templates, contact lists, website etc.)
 - Coordinate with suppliers and centres to ensure equipment and gear requirements are met (shirts, balls etc.)
- Grassroots and Smashball Delivery
 - Coordinate and support for the growth of Smashball and grassroots programs throughout Canada in partnership with provincial and territorial associations, clubs and community organizations
 - Provide administration for Smashball coach training workshops and education sessions
 - Support the implementation of Community Sport for All (CSAI) initiatives
- Communications
 - In partnership with the Communications team
 - Develop and deliver messaging and content that promotes coach education
 - Support the development of Pathways communication, channels, including but not limited to:
 - Newsletters, social media, website, e-learning modules, coaching awards, symposiums, workshops, resources
- Pathway Event Support:
 - Provide support to the Pathway events, such as the Canada Cup, including but not limited to;
 - Volunteer management
 - Logistic Support
 - Team Registration and Communication
- Other Duties:
 - Support meetings, as required, and additional event initiatives hosted/offered by Volleyball Canada.
 - Other duties as required by Volleyball Canada