



 111-60 Scarsdale Rd.  
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 1-800-372-1568

## ONTARIO VOLLEYBALL EMPLOYMENT OPPORTUNITY OPERATIONS COORDINATOR

**Location:** 60 Scarsdale Road, Unit #111, Toronto, M3B 2R7  
**Supervisor's Title:** Operations Manager  
**Hours:** 37.5 hours per week, which includes evenings and weekends  
**Benefits:** Provided  
**Salary Range:** Commensurate with experience  
**Posting Date:** January 17, 2025  
**Closing Date:** February 2, 2025

### ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit athlete-centered provincial sports association providing leadership in the growth, development, and delivery of indoor, beach and sitting volleyball in Ontario.

It is our vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. To that end, the OVA engages with the community to support athletes through quality service and by offering a safe sport experience. The OVA supports the holistic development of athletes by providing a clear and comprehensive development pathway for all stages and abilities. Further, the OVA strives to inspire Clubs, coaches and referees with continuous learning and improvement opportunities.

### JOB SUMMARY

Are you passionate about sports and looking to grow your career in a dynamic, fast-paced environment? Ontario Volleyball is on the hunt for a motivated and energetic individual to join our Operations team. This role offers a unique opportunity to gain hands-on experience in event planning, logistics, and club support, while contributing to the growth of volleyball across the province. As part of our team, you'll play a key role in supporting the day-to-day operations of the OVA, helping us deliver exciting events in indoor, beach, and sitting volleyball. You'll also work closely with clubs to provide valuable resources and assistance, ensuring they thrive and achieve their goals. This role will be integral in fulfilling our strategic goals and it's your chance to be a part of something bigger and make a real impact in communities across Ontario.

### KEY 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:

### SUPPORT TO CLUBS, COACHES AND REFEREES

- Deliver safe sport initiatives by leading the membership Person in Authority eligibility policy checks, administering Respect in Sport, Club Form compliance and communicating with clubs and members on ineligibility issues.
- Assist the Club Services Manager in maintaining the online hub of club resources on the OVA website as well as supporting the clubs with the implementation of provincial policies, development of volunteers and best practices in areas of governance and operations.

- Assist the Operations Manager with administering referee courses and programs
- Support the Operations Manager in the coordination of the National Coach Certification Program, including setting up workshops and assigning evaluators for certification.
- Support the Regional Council and its initiatives, including but not limited to the administration of the coach development programs proposed and funded by the Regional Council and its subcommittee
- Assist the Athlete Development team in the planning and delivery of the Team Ontario Coach Summit and the annual international coaching symposium

#### **OVA BEACH TOUR**

- Manage the delivery and beach crew for 14 weekends of summer Beach Tour Competitions including satellite events, Ontario Championships and National Championships.
  - May be required to split time between the office and the beach to ensure the OVA Beach Tour operates smoothly.
  - Ensure permits/locations of host beach are secured.
  - Ensure bidding and satellite tournament information is available through the website.
  - Create and manage event registrations through the Membership Registration System and myteam.click
  - Develop schedules and team seedings and tournament scoresheets.
  - Verify, record and post results online.
  - Train seasonal staff on event delivery and ensure the setup of event onsite equipment (will involve physical labour) and manage OVA Beach Crew during assigned events.
  - Book all event staff, including medical staff/athletic therapists, working referees and security.
  - Prepare and administer post-season surveys and evaluations and make recommendations for program enhancements.
  - Attend and deliver Winter Beach Tour events.

#### **OPERATIONS & EVENT MANAGEMENT SUPPORT**

- Assist the Operations team on event planning and onsite delivery of events including, but not limited to:
  - Two Indoor Competitions Convention Centre events – timing varies
  - Ontario Winter ParaSport Games – February
  - Indoor Ontario Championships – April
  - National Indoor Championships – May
  - OVAtion Banquet and Hall of Fame – June
  - Beach Ontario Championships – July & August
  - Beach National Championships – August
- Support the Athlete Development team in the planning and delivery of sitting volleyball development programs
- Respond to public and internal inquiries in an efficient and timely manner.
- Contribute to the strategic planning and program plan development of assigned program areas.
- Provide administrative and office management support to the Operations Managers
- Participate in special projects and perform other related duties as requested.
- Always conduct oneself in a professional manner, maintain confidentiality, take pride in the Association, its people, and the role.

### QUALIFICATIONS & REQUIREMENTS:

- Sport Management or related business degree preferred.
- Experience in event management or sport associations preferred.
- Strong proficiency in MS Office (Word, Excel, PowerPoint, Outlook), Zoom, and other computer applications.
- Creative and adaptable problem solver with the ability to manage evolving situations.
- Exceptional time management skills, with the ability to handle multiple priorities and meet deadlines.
- Proven communication and relationship-building skills.
- High attention to detail, accuracy, and confidentiality.
- Capable of working independently and taking initiative while following direction.
- Must be legally eligible to work in Canada.
- Enhanced Police Record Check required.
- Personal vehicle and valid driver's license required for travel.
- Flexible availability, including weekends and extended hours when necessary.

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

1. Please submit your **resume and cover letter** electronically by quoting "Operations Coordinator" in the subject line (MS Word or pdf format only) to [kcheng@ontariovolleyball.org](mailto:kcheng@ontariovolleyball.org)
  - Include the name and contact of 2 references in your resume
2. Complete this **5-min virtual one-way preliminary interview**: [https://hire.li/ZpKYJQ9\\_Agt3p4luQqhKi](https://hire.li/ZpKYJQ9_Agt3p4luQqhKi)

The documents must be submitted and the preliminary interview must be completed by **11:55 pm on February 2, 2025**.

**The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible to all and will make all reasonable accommodations for job applicants with disabilities to support their full participation in our recruitment process.**

**Thank-you, for your application but only potential candidates will be contacted for a live interview.**