



Volleyball Canada invites applicants for
Office and Referee Administrator

Organization: Volleyball Canada
Supervisor: COO and Referee Development Manager
Location: Ottawa ON
Type of Position: Full time
Travel: May be required once or twice a year.

Nature of Work:

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. The Office and Referee Administrator plays a role in supporting the day-to-day finance activities of the organization while coordinating referee administration, and communications.

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.

Duties & Responsibilities

Administration:

- Be the primary contact for general inquiries: mail, phone and electronic communications
- Volleyball Registration System administrator
- Membership inquiries, and Volleyball Registration System support
- Maintenance of filing systems
- Maintenance of VC templates, and contact lists
- Liaise with VC corporate suppliers and order office supplies
- Courier and postal contact

Referees

- Day to Day support and communication of referee eligibility registration, requirements, and general inquiries with Provincial/Territorial Associations referee programs.
- Work with merchandising staff on referee uniform and merchandise products
- Coordination of referee registrations and reporting (trends and analysis)
- Liaison for referees regarding fee payment, and expense submissions
- Event Support, including general referee communications, coordination of accommodations and travel for referees and Referee Development Team
- Support communication resources (Rulebook, Newsletters, social media, Website)
- Assistance with resource support for National Referee Committee. Assist in meetings, clinic setup etc.

**Finance:**

- Data input into accounting system, receivables, and payables
- Assist VC's Finance staff in all reconciliations as required (PayPal, Shopify, Bank accounts & Credit Cards)
- Preparation of reports for program areas
- Preparation of invoicing to VC customers
- Initiate required bank transfers, direct deposits and cheque runs
- Maintenance of all required supporting documentation
- Assists in preparation of monthly financial reports, audit files, and Sport Canada reports and applications
- Other duties as required by Volleyball Canada

Qualifications

- Post-secondary education in sport management, business administration, or related field
- Some experience in accounts payable, sport administration or officiating coordination
- Knowledge of volleyball rules, officiating structure, and competition formats is a strong asset
- Excellent organizational and time-management skills
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite and database management tools
- Ability to work independently and collaboratively in a fast-paced environment
- Bilingualism (English/French) is considered an asset

Term

This is a full-time position. Anticipated start date September 22nd 2025.

Salary

The salary range for this position is \$40-50K dependent on skills and qualifications.

Application Deadline:

Friday August 29th 2025 at 11:59pm EST

Please send a cover letter, a resume and three (3) references **by e-mail only**, to:

Thalia Hanniman- Human Resources Coordinator – Volleyball Canada – thanniman@volleyball.ca

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