



ASSISTANT COACH AND NATIONAL TEAM COORDINATOR TEAM CANADA WOMEN'S SITTING VOLLEYBALL (TCWSV)

Organization: Volleyball Canada
Supervisors: Team Canada Women's Sitting Volleyball Head Coach and High-Performance Director - Para Volleyball (HPD – Para Volleyball)
Location: Remote Employee based out of Edmonton, Alberta
Type of Position: 0.5 FTE

Position Overview:

Volleyball Canada is seeking a dynamic, passionate, and highly motivated individual to serve as the **Women's Sitting Volleyball Assistant Coach and National Team Coordinator**. This dual-role position combines the responsibility of supporting the Team Canada Women's Sitting Volleyball National Team with technical/ tactical development and program logistics.

As **Assistant Coach**, you will work closely with the Head Coach to play a critical role in athlete development, team preparation, and achieving excellence at the international level. This is an opportunity to contribute to an inclusive, high-performance program dedicated to empowering athletes and pursuing podium finishes.

As **National Team Coordinator**, you will provide administrative and logistical support to all aspects of the National Team program. This position will provide support to athletes, coaches, IST, HPD and other Volleyball Canada staff. In this role you will work with both internal and external partners and stakeholders to ensure the efficient delivery of National Team programs and events.

Assistant Coach – Team Canada Women's Sitting Volleyball

Core Responsibilities

1. Talent Identification and Recruitment
 - Identify emerging talent for the Women's Sitting Volleyball National Team through scouting and monitoring systems.
 - Actively participate in athlete recruitment efforts, including evaluations and feedback on potential athletes.
 - Support the development and implementation of Individual Performance Plans (IPPs) for new and existing athletes.
2. Athlete Development and Training
 - Collaborate with the Head Coach to create and execute technical, tactical, and physical training plans.
 - Foster a high-performance environment that prioritizes athlete well-being, growth, and skill mastery.
 - Monitor athlete progress and provide constructive feedback to enhance performance.
3. Practice and Competition Planning
 - Attend all international and domestic competitions, including but not limited to World ParaVolley events, ParaVolley Pan America events, IPC events and international friendlies and exhibition matches.
 - Assist in planning and leading training sessions, ensuring alignment with the team's strategic goals and "Winning Style of Play."

1A-1084 rue Kenaston St.
Ottawa ON K1B 3P5
T. 613-748-5681

volleyball.ca



- Contribute to the preparation and execution of game strategies for domestic and international competitions.
 - Support the Head Coach during training camps and competitions, offering coaching, feedback, and evaluation.
4. Performance Analysis
- Develop and maintain a comprehensive Performance Analysis system for team and individual evaluations.
 - Conduct video analysis of training sessions and matches to enhance team preparation and athlete performance.
 - Prepare detailed scouting reports and statistical analysis to inform game plans and competitive strategies.
5. Collaborative Teamwork
- Work closely with athletes, coaching staff, the Sport Science Team, and other support personnel to optimize team performance.
 - Establish strong working relationships with stakeholders, including Provincial Associations and para-sport organizations.
6. Administrative and Leadership Duties
- Participate in Volleyball Canada meetings and other program-specific gatherings as required.
 - Assist with the preparation of reports and contribute to evaluations and reviews of the program's performance.
 - Uphold Volleyball Canada's commitment to inclusivity, equity, and excellence in all aspects of the program.

Key Qualifications

- Experience: Minimum of 5 years of volleyball coaching experience at a high-performance level; experience with adapted sports or sitting volleyball is an asset.
- Certification: NCCP Advanced Development Coach Certification (Indoor Volleyball) required; Performance Coach Certification preferred.
- Skills:
 - Strong technical and tactical expertise in volleyball.
 - Proven proficiency in performance analysis and statistical systems.
 - Exceptional leadership, communication, and organizational abilities.
- Commitment: Dedication to inclusivity, athlete welfare, and fostering an environment of mutual respect and growth.
- Collaboration: Ability to work effectively within a multidisciplinary high-performance team.
- Language: Bilingualism (French/English) is an asset.
- Available to attend all training camps and competitions during the year.

**1A-1084 rue Kenaston St.
Ottawa ON K1B 3P5
T. 613-748-5681**

volleyball.ca



NATIONAL TEAM COORDINATOR – SITTING VOLLEYBALL

General

- Administrator and planner in terms of the ongoing execution of National Team Programs, services and events
- Facilitator in terms of the participation in National team programs by the individual Team members, coaching staff, VC members and public
- Communicator in terms of channeling information to ensure maximum promotion & participation in VC programs, services and events.
- Implementer in terms of assisting athletes, coaching staff, volunteers in carrying out programs
- Educator in terms of exposing athletes, coaching staff, volunteers and public to National Team programs, events and activities

Administration

- Office resource person relating to the national team program
- Provide ongoing evaluation and reporting of the program areas under his/her jurisdiction
- Attend staff, events committee and other VC meetings as required
- Update and keep current the athlete and team results/competition database
- Oversee and keep current all national team seasonal program plans, applicable selection camp and athlete information documentation
- Coordinate with the Communications Department on: Website, social media and database updates
- Prepare all information relating to the national team as required for all promotional material in conjunction with the Director of Communications
- Assist with HPD – Para Volleyball on the annual processes for CAIP, AAP and CCES information and applications
- Assist the HPD – Para Volleyball and COO with budget development, planning and execution
- Assist with expense/revenue allocations as they relate to the team programs ensuring that proper documentation is obtained

Athlete Support

- Update athlete handbook and selection camp information booklet
- Athlete profile information – annual updates for database and media guide profiles
- Liaise with AthletesCan, CANFund and other funding/ sport partners as required

Team Support

- Responsible for arranging facility requirements for team training
- Responsible for all travel arrangements for domestic and international tours
- Responsible for ongoing communication to all athletes & support staff regarding training, competition, and team activities and events
- Plan and organize selection camps: program plans, athlete communications, logistics (meals, transportation, training, accommodation)
- Update athlete handbook and selection camp information booklet as required

**1A-1084 rue Kenaston St.
Ottawa ON K1B 3P5
T. 613-748-5681**

volleyball.ca



Team Equipment

- Responsible for ordering and any necessary screening/embroidery required, and the inventory of all required team equipment including such items as uniforms, shoes, track suits, training clothes, ankle braces and travel wear
- Ensure all athletes and support staff receive their necessary allotment of training and competition equipment

Tour/Event Support

- In conjunction with the Domestic Competitions staff, assist as necessary with all domestic hosting events and competitions
- Apply for visas as required. Ensure all athlete's passports are updated and valid on an annual basis.
- Ensure all necessary documentation required for each competition is completed prior to deadlines
- Liaise with PVPA / WPV / IFs as necessary to prepare for/organize events.

Public Relations

- Provide information regarding team activities, tours and events to the Communications Department
- Coordinate and assist with fundraising initiatives as required

Other

- Other activities and projects as assigned by the HPD-Para Volleyball
 - **Additional Requirements:**
 - Ability to travel within Canada and internationally as required.
 - Valid driver's license and access to a vehicle.
 - Bilingualism (English and French) is considered a strong asset.

APPLICATION DEADLINE: January 26, 2025

START DATE: February 18, 2025 (subject to flexibility)

SALARY RANGE: \$27,500 - \$30,000 per annum (0.5 FTE)

Please forward a cover letter, a resume and 3 references **BY EMAIL ONLY** to:

Ian Halliday - High Performance Director (Para Volleyball)
ihalliday@volleyball.ca

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

Volleyball Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

**1A-1084 rue Kenaston St.
Ottawa ON K1B 3P5
T. 613-748-5681**

volleyball.ca