



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 our coach pathway programs. Strong organizing, communication, interpersonal skills, and a positive attitude are a definite asset. 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 Coach Pathways
- Provide administration support between Coaches Association of Canada (CAC) and Volleyball Canada
- Primary contact and administration for Athlete Pathways, specifically the Regional Excellence Program and Youth National Teams Programs
- **Detailed Job description on next page**

Qualifications/Expertise

- 5+ years prior work experience in program administration, development, and implementation
- Experience working with Coaches and community program leaders
- Understanding of the Coaching Association of Canada, National Coaching Certification Program, and Coach Pathways
- Undergraduate degree or equivalent experience in sport management, recreation, business or a related discipline.
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, provincial counterparts, and volunteers in a pleasant and professional manner
- Demonstrated expertise in Microsoft Office
- The ability to work independently, and the ability to work well in high- stress, 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 June 12th 2023

Salary

Will be dependent on experience and qualifications.

Application Deadline

June 5th 2023

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.



Job Description
Coordinator, Athlete and Coach Pathways

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

Coach Pathways:

- Be the 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 mandatory coach eligibility, registration, and requirements
- Provide administration for coach training including workshops and education sessions delivered by Volleyball Canada
- Data tracking and analysis of coach education in Canada
- Provide technical support for the VC Coaching Centre and transition to organizational Learning Management System for all stakeholders, including Provincial and Territorial Associations.
- Support the development and delivery of resources for coach education and promotion including but not limited to:
 - Newsletters, social media, Website, e-learning modules, coaching awards
 - Coach Symposiums, Coach workshops, Coach resources

Athlete Pathways:

- *Regional Excellence Programs:*
 - Be the 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.)
- *Youth National Team Programs (U19 Women, U19 Men, U21 Women, NEP – Women):*
 - Provide and support the administration of these programs, including but not limited to: registrations, logistics, communications, timelines, staging, and program reporting of Youth National team programs. This may include both domestic and international competitions as well as additional Pathway initiatives.
 - Provide onsite assistance, as needed, for the program

Other Duties:

- Execute/Administer Sport Safety requirements
- Event and meeting support as required including but not limited to Canada Cup, VC National Championships, and other event initiatives hosted/offered by Volleyball Canada.
- Other duties as required by Volleyball Canada