



Comox Valley Volleyball Club

Job Posting for Club Manager

The Comox Valley Volleyball Club (CVVC) is a registered non-profit Society, governed by a Board of Directors.

Our Mission is to provide quality athletic experiences that emphasize skill development, competition, and sportsmanship for youth in the Comox Valley to promote a healthy lifestyle.

Our Vision is to grow the sport of volleyball in the Comox Valley by engaging residents of all ages as players, mentors, referees, volunteers, and fans.

Our Goal is to provide a positive and inclusive environment for youth to develop their skills, passion, and love for the sport of volleyball.

SCOPE OF WORK

- The Club Manager warrants that they have the skill and experience necessary to perform the work to an appropriate level of quality.
- As Club Manager, they will work with CVVC Board of Directors, Club Teams, Coaches, Parents and Athletes.
- The Club Manager is expected to work under the direction of the CVVC Board of Directors to complete the work.
- The Club Manager will perform the following work to the satisfaction of the CVVC Board of Directors.

The following areas will comprise the work required in the role:

ADMINISTRATIVE DUTIES

- Communication liaison between all key stakeholders including coaches, parents, and community such as local media, school board, provincial agencies, etc.
- Oversee club equipment and uniforms. Coordinates with the Equipment Manager to purchase new equipment, uniforms and maintain existing items. Allocate equipment to each team and manage return. Responsible for storing in a safe environment. Keep active inventory of equipment and uniforms.
- Attend and provide administrative update at the monthly Board meetings.



- Manage program registrations in TeamSnap; reconcile registrations.
- Coordinate ordering of T-shirts for Smash ball, Train & Play and other programs if needed.
- Maintain and regularly update the club website (TeamSnap).
- Lead all club communication, compile and circulate regular digital newsletter and maintain social media platforms.
- Facilities management: book practice facilities, playday gym rentals, venue for AGM, Train & Play, Smash ball, etc.
- Schedule club tryouts and liaise with the Technical Director to schedule coaches, and selection committees.
- Financials: assist in book keeping and work with the Treasurer as needed.
- Coordinate practice times in consultation with each age group coach.
- Complete all membership registration within Volleyball BC, register all teams for Volleyball BC events and Island play days.
- Grants – Research and apply for any municipal and provincial grants, work with Treasurer to apply for the annual Community Gaming Grant.

SUPPORT COACHES

- Work with the Board of Directors and Technical Director to recruit and retain coaches for each club season.
- Meet with club coaches at the beginning of each club season to go through club and Volleyball BC (VBC) policies, rule changes and administration changes.
- Annually review and update the coach handout and distribute.
- Provide assistance and support to teams and coaches as they move through the season and remind them of deadlines and upcoming events.
- Support Screening Committee by:
 - Assisting to ensure all coaches know what NCCP certification is required for each age group.
 - Ensuring all coaches have up to date criminal record checks done.
 - Ensuring all coaches have completed the yearly screening disclosure forms.
- Work with coaches to ensure they know yearly budgets for teams.
- Help develop a tournament / play day schedule for the teams within clubs.
- Develop and circulate coaches, parent, and athlete end of the year surveys and compile results for the Board.



OTHER FUTURE AREAS

- Under the guidance of the Technical Director and Board, develop and promote new training opportunities, such as:
 - Beach volleyball league
 - Summer Camp
 - Fall training programs
- Work with Fundraising Committee to establish fundraising programs for the club.
- Build community relations to promote and find sponsorship of youth teams.
- Guiding Principles - Continually work with board and club members to further develop and improve policy in line with club values and mission statement.
- Community Development - Work with the local elementary and secondary school systems to help support athlete and coach development as well as bring together the entire community. Work to engage the community in board and club activities. Grow the game! Continually strive to grow the game, both indoor and beach.

QUALIFICATIONS

- Experience in an administrative role with a medium or large organization (sports organization would be an advantage)
- Excellent customer service/problem solving experience – you will be the frontline point of contact with parents, players, volunteers, and other representatives of the organization and need to be confident and personable in your ability to handle enquiries and resolve issues.
- Technically skilled in the use of databases, registration systems and spreadsheets.
- Confident in troubleshooting and assisting people with systems as required.
- Experience with budgeting and financial management; works with the Board to handle all payment issues related to registration.
- Resourceful and ability to quickly learn new systems.
- Excellent oral and written communication skills.
- Good interpersonal skills to work with the club executive and other volunteers, as well as other organizations such as Volleyball BC.
- Detailed oriented, works independently and self-motivated.
- Experience with TeamSnap an asset.



COMPENSATION

This is a part-time position that works from home with hours of work expected to be:

- 100 hours from hiring to October 31, 2025
- 400 hours for the 2025/2026 fiscal year (Nov 1, 2025-Oct 31, 2026)
- Future annual hours expected to be 400 but may increase for future years as knowledge of club and responsibility increase.

Timeline:

- Sept-Nov: training camps, Smash ball, AGM is Oct/Nov
- Dec: Tryouts
- Jan-May: volleyball season
- May-Jun: season reconciliation
- Jun-Aug: beach volleyball season (currently our club doesn't run any beach program but there is opportunity to start)

The busiest administrative months are mid-October through to mid-June.

Hourly rate is \$25. Training will be a gradual transition over the next year.

Must be available mid- November through to mid-May as this is the busiest time.

HOW TO APPLY

Please submit a cover letter and resume no later than July 15, 2025 to Chelsea Prangnell, Recruitment Committee Chair at vp@cvcstrikers.com

Feel free to look through the club website for additional information.

<https://comoxvalleyvolleyballclub.teamsnapsites.com/>