

City of Kamloops Term Employee Contract - Volleyball Assistant

Purpose

To assist in the set up and take down for the sport of volleyball. Administrative duties include developing schedules, communication with participants, first aid/incident reports and keeping attendance records. This contract position is part-time for the fall 2019 & winter 2020 session. The program commitment is 8-10 weeks, Tuesday evenings from 5:15-7pm at Juniper Elementary School.

Qualifications and Experience

- Criminal Records Check (vulnerable sector check)
- Completion of Secondary School
- First Aid/CPR Certificate and/or willing to take prior to program start
- Knowledge of MS Office and verbal/written communication skills
- Experience with customer service

Assets:

- National Coaching Program Certifications: Fundamental Movement Skills, Volleyball, or Run Jump Throw
- Post-secondary education
- Experience working with adults of diverse abilities
- Sport for Life's Introduction to Physical Literacy - online course

Duties and Responsibilities

The assistant is responsible for the safety and wellbeing of participants. The instructor establishes and maintains communication with City of Kamloops staff and submits required documents on request. The incumbent is responsible for actively participating in instructor meetings, training, and development opportunities. The position reports to the Sport Development Coordinator. Hourly wage \$17.68/hr.

The City of Kamloops thanks all applicants for their interest; however only those selected for an interview will be contacted.

Deadline: Position will remain open until filled.

Please submit your resume, cover letter, and three professional references to:

Nicole Beauregard, Sport Development Coordinator
Email: nbeauregard@kamloops.ca
Phone: 250-828-3653



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