



## Job Description Development Coordinator

General Description	
<b>Position Term:</b> 2 Year – Elected by EVOA	<b>Position Status:</b> Voting member of the Executive Committee
<b>Honorarium:</b> \$2500.00/annum	
The Edmonton Volleyball Officials Association Development Coordinator is a detail-oriented position requiring a highly motivated individual whom is capable of leading a team of senior officials in the areas of recruitment and development of volleyball officials. The position demands exceptional organizational and communication skills.	

Duties:
<ul style="list-style-type: none"> <li>• Provide administrative support to the level 1 and 2 development teams.</li> <li>• Assist with recruiting of clinicians and evaluators to supplement the level 1 and 2 development teams.</li> <li>• Assist with conducting level 1 theoretical and practical evaluations (when needed).</li> <li>• Management of registrations for all level 1 and 2 clinics in conjunction with VA registration system</li> <li>• Management of finances financial reporting for all level 1 and 2 clinics.</li> <li>• Communication with user groups zone assignors to secure training opportunities.</li> <li>• Communication with zone assignors to regulate development team assignments and prevent double bookings.</li> <li>• Communication with new officials to determine positives and negatives for program improvements</li> <li>• Identification of officials for appropriate certification upgrades of level 2 and 3.</li> <li>• Communication with the general public regarding development-based queries</li> <li>• Liaison to the Volleyball Alberta Officials Coordinator to ensure updated materials are available and used appropriately.</li> <li>• Continuing development of all officials. (Mentorship)</li> <li>• Arranging written evaluations for officials (upon request).</li> <li>• Assessment of development team members to ensure technical growth.</li> <li>• Attendance at all Edmonton Volleyball Officials Association Executive Committee meetings (when called), Spring Annual General Meetings and Fall General Meetings.</li> <li>• Aiding in the development of zones outside of the Edmonton region (coordinated through AVOA VAO and ZOC).</li> </ul>
Qualifications:
<ul style="list-style-type: none"> <li>• Detail oriented and has excellent time management skills.</li> <li>• Exercises independent judgment and initiative.</li> <li>• Excellent interpersonal skills and the ability to build and maintain strong relationships with the membership.</li> <li>• Exceptional verbal and written communication skills.</li> <li>• Minimum Level 2 official with preference towards level 3 or higher.</li> </ul>

## Accountability & Benchmarks:

- ❑ Communicates effectively with Executive Committee
- ❑ Ensures a report of successful candidates is sent (along with contact information) to Treasurer/Assignor at conclusion of practical evaluation.
- ❑ Provide clinician fees and along with material charges to Treasurer twice per year (at the conclusion of fall term and winter term).
- ❑ Acts as a liaison to provide development mentorship information to candidates and continuing officials.
- ❑ Respond to all requests for information generated from Development Coordinator email via website.
- ❑ Ensures report is completed for AGM.