



**Position Title:** Tosa Volleyball League (TVL) Coordinator

**Department / Location:** Recreation Department

**Job Classification:** Part-Time Spring (April – May)

**Reports to:** Recreation Program Coordinator

**Supervises:** Tosa Volleyball League (TVL)

**Position Summary:** To directly supervise, plan and implement Tosa Volleyball League. This includes supervision of the coaches as well as communicating with parents and other staff members.

**Duties and Responsibilities:**

- Supervises both the coaches and the participants.
- Ensures equipment is in safe and proper condition prior to season starting.
- Resolves problems with parents and others as they arise.
- Organizes and distributes uniforms (t-shirts).
- Organizes plans for each practice and informs coaches of their responsibility for that practice.
- Creates league schedule and communicates it to families.
- Evaluates each coach at the end of the season.
- Completes accident/incident reports whenever necessary.

**Qualifications:**

- Have the following certifications and trainings: CPR, First Aid and Bloodborne Pathogen.
- Possess strong leadership skills.
- Responsible and reliable.
- Safety Conscious.
- Experience working with youth.
- Knowledgeable about the game of volleyball, the rules and refereeing.
- Good computer skills: Word, Excel and Publisher.
- Portrays a positive and energetic attitude.
- Display patience and empathy.
- Ability to stand and be active for long periods of time.

**Special Requirements:**

- Reliable transportation.
- Must be available all session