



Volleyball Otago Operations Manager

Volleyball Otago are looking for a full time Operations Manager to lead the region in growing the game of Volleyball! Our ideal candidate will have experience in the sport sector and have the ability to see and drive growth of volleyball throughout the Otago Region.

Purpose of Position:

The Operations Manager (OM) for Volleyball Otago (VO) will be responsible for all operational/administrative roles in progressing Volleyball Otago into a new era. This involves planning and running all the key programmes and tournaments, as well as securing funding, developing and supporting coaches, referees, and other volunteers. The OM will also develop and nurture important relationships with players and their families, schools, volunteers, funders the Volleyball Otago Board and Volleyball New Zealand (VNZ). The position will report to the VO board but will operate on a high level of autonomy.

Key Tasks:

- Build relationship with key funders and stake holders
- Oversee competitions and leagues
- Build strong relationships with clubs and schools
- General administration including invoices, database development and record keeping
- Develop engagement and grow participation of Volleyball throughout the Otago Region.
- Coordinate and facilitate local coach and referee development
- Build a strong relationship with VNZ
- Increase community awareness of Volleyball in the Otago Region.

The ideal candidate will have the following attributes:

- A dynamic self-starter with a passion for Volleyball.
- Ability to create budgets and accurately manage financial outcomes.
- Ability to manage records, information, databases and CRM.
- Experienced in the principles of coach and volunteer education.
- Experience in working with sports organisations, regional bodies, and schools.
- Relevant experience and tertiary qualifications in sports related fields and / or business an advantage.
- Experience and a sound knowledge of the principles of sports coaching.
- Be an outstanding communicator.
- Have excellent inter-personal skills.
- Excellent time management and organisational ability.
- Be able to deliver in an educational setting at primary, secondary, and tertiary levels.
- A team player.
- Possess excellent presentation/delivery skills.
- A commitment to ongoing professional development.
- Current drivers' license.
- Be able to work flexible hours.
- Ability to work unsupervised.
- Police Vetted.
- A sense of humour.

This role will require some outside of "normal" working hours.

Terms

Car

Phone

Applications close: 20 December 2021

Please contact beach@volleyballotago.nz for full job description and request for application form.

All applications should include a cover letter and current CV