Position Title: Tournament Coordinator

Term: Contract (February – May, approximately 11 weekends)
Reports To: Director of Competition and Membership Services
Location: Various tournament venues across Winnipeg & Surrounding Communities

Position Overview

The Tournament Coordinator plays a key role in ensuring the smooth and successful delivery of Volleyball Manitoba's indoor tournaments. This position is responsible for organizing and transporting event supplies, leading onsite logistics, and supporting referees, teams, and venue partners to ensure events run on schedule and to a high standard.

This role requires strong organizational and leadership skills, effective communication, and the ability to problem-solve in a fast-paced environment. There is potential for continued work through the summer months supporting beach tournaments and programming.

Position requirements include a few hours in the office during business hours to prepare for each weekend's event, and availability of up to 8 hours per day on weekends, depending on the tournament schedule.

Key Responsibilities

- **Event Preparation & Logistics**
  - Organize, pack, and arrange transportation for event supplies and equipment.
  - Ensure all necessary materials are available and ready prior to each tournament weekend.
  - Coordinate with Volleyball Manitoba and venues to confirm setup and readiness before games begin.
  - Ensure all schedules are prepared and ready for each event venue.
- **Onsite Leadership**
  - Serve as the onsite team lead during tournament weekends.
  - Ensuring all scores are entered and up to date. (will need access to a lap top)
  - Oversee event setup, schedule management, and day-of logistics to ensure smooth operations.
  - Manage and delegate duties to additional staff or volunteers working shifts throughout the event.
  - Ensure Manitoba Athletic Therapists Association (MATA) personnel are onsite and accessible.
  - Work directly with referees, teams, and venue staff to address needs throughout the day.
  - Direct any complaints or concerns to the appropriate Volleyball Manitoba contact or process.

- **Post-Event & Reporting**
    - Report any operational, facility, or disciplinary issues to Volleyball Manitoba staff.
    - Provide feedback and suggestions to improve future event planning and delivery.

Qualifications & Skills

- Strong organizational and time-management abilities.
- Confident communicator with effective leadership skills.
- Experience working in sport event operations or team management is an asset.
- Ability to work weekends and additional hours during the business day (approx. 4 hrs/week) (February–May) and travel within Winnipeg and Surrounding Communities
- Valid driver's license and access to reliable transportation required.

Compensation

- $18/hr.
- Kms' at $.45/km (log required)
- Parking expenses where required

How to Apply

Please send your resume and a brief explanation of your sport experience to **volleyball.ed@sportmanitoba.ca**. This posting will remain open until the position is filled.