

Administrative Director Position

Application Deadline: September 25th, 2026



This position is a **1 Year Contract (~400 hours)** effective October 2026 to September 2027.

Compensation is \$12,000 for this initial contract, but may increase in future contracts dependent on success and club growth the successful candidate generates.

This position can be applied to by club members (excluding current board of directors) and non-members. This position is not a Board of Directors position.

The successful candidate will report to the Board of Directors (in particular, Treasurer and President) and will carry out the administrative responsibilities and vision of Shuswap Volleyball Club (SVC). The position requires completion of the following responsibilities, but the Board may expand as needed:

- Access to a computer as the position is remote (we do not have a home base of operations).
- Develop a strong working understanding of Volleyball BC Club Directors Responsibilities, Information, and Rules ([Handbook](#); [Other Links](#)) with support from the Board.
- Attend Volleyball BC information meetings (approximately 3-4 per season, online, in evenings)
- Attend Board meetings as required (approximately 3-4 per season).
- Actively pursue sponsors, grants, and other fund raising initiatives.
- Organizing club tryouts and team selection/formation with support of the Board.
- Help in recruitment of coaches where needed.
- Liaise with coaches on practice times, specific tournaments, etc. to set team schedules and ensure SVC and Volleyball BC policies are adhered to.
- Coordinate gym bookings with the school district and create a practice schedule.
- Purchasing as needed for the coming season; this includes Jerseys, merch, gear, etc.
- Using SportLomo to input rosters and register for various tournaments with support of Board Members.
- Use of SportsYou to coordinate teams and Team Managers, assisting with each team as needed.
- Help maintain spreadsheets and information for teams.
- Club communication to members on updates throughout the season.
- Generate additional programming with Board approval.
- Ensure Safe Sport policies are followed.

The candidate should possess the following qualities:

- Strong communication and administrative skills.
- Excellent organizational and time management abilities.
- Proficiency with digital scheduling and communication platforms (in particular use of google programs).
- Passion for supporting youth sports and club development
- Ability to work independently and be self motivated.
- Builds easy rapport.

To apply, please send a resume and cover letter to shuswapvc@gmail.com.