

Vancouver Island University and
Pacificsport
invite applications for the following positions:



**Mariner Athletics
Head Coach
Men's Volleyball**

And

**Pacificsport
Marketing and Communications Coordinator**

**Pacific
SPORT**

Vancouver Island University Mariner Athletics invites applications for a Men's Volleyball Head Coach, effective immediately. The Head Coach reports to the Athletic Director and provides leadership, organization and supervision for all practices and games, and strives to be a local, regional and national leader in their respective sport. The Men's Volleyball program at VIU has a long history of success and we are looking for a candidate who can build on that success and lead the program into the future. VIU has made application to join the Canada West division of CIS in both Volleyball and Basketball and, if successful, will begin play in that league in September, 2011.

As well as the Head Coach opportunity Vancouver Island University, in partnership with Pacificsport, is offering candidates the opportunity to apply for a half time position as the Marketing and Communications Coordinator. Pacificsport delivers sport performance programs to help develop coaches and athletes in Canada. The Marketing and Communications Coordinator works closely with the General Manager to develop and deliver a Marketing and Communications plan designed to raise the profile of the Centre and broaden the scope of business/community relationships. The Pacificsport offices are located at VIU.

The combination of the two positions will provide the successful candidate with an opportunity to develop their coaching, and other professional skills, and provide a reasonable income.

For more information on Mariner Athletics please visit www.gomariners.ca.

For more information on PacificSport please visit www.pacificsport.com

Head Coach: Volleyball
Bruce Hunter
VIU Athletic Director
Bruce.hunter@viu.ca
250.751.4004

PacificSport Marketing and Communications Coordinator
Drew Cooper
Pacificsport Director
drewcooper@pacificsport.com
250.740.6572

Application and Deadline

Applicants should send a complete dossier including curriculum vitae, reference contacts and/or letters, and a statement of personal coaching philosophy to:

Executive Director, Student Services
Vancouver Island University
900 Fifth Street, Nanaimo, BC V9R 5S5
Darrel.mansbridge@viu.ca
Fax: 250.740.6484

Application deadline: 4:00pm, Friday, March 5th, 2010.



**Mariner Athletics
Vancouver Island University
Head Coach - Men's Volleyball
*Job Description***

Duties

- To coordinate with the Athletic Director (a) hiring of an assistant coach, (b) all requests for expenditures, (c) scheduling of opponents, and (d) information required for eligibility status of student athletes.
- To assign duties and responsibilities to assistant coach and team staff.
- To plan, schedule and deliver an affective yearly training plan.
- To attend all practices, games and team functions scheduled during the year; this includes week-end travel.
- To develop and implement an effective recruitment program to attract outstanding student-athletes to Vancouver Island University.
- To submit information and game results to the Athletic Director and media reporters.
- To establish effective relationships with students, athletes, peers, administrators, media reporters, and the general public.
- To assist in monitoring academic progress of student athletes.
- To attend and participate in departmental meetings.

Qualifications Required

- Bachelor of Physical Education, or equivalent educational and practical experience.
- Proven coaching experience, preferably at post-secondary level.
- Technical knowledge and ability (minimum Level II NCCP and willingness to work towards Level III).
- Demonstrated high calibre of leadership and sportsmanship.
- Superior organization and communication skills.
- Sincere interest in working with and for the growth and development of young adults.
- Willingness to undergo a criminal record check.
- Class 4 British Columbia driver's licence

JOB DESCRIPTION

POSITION TITLE:	Marketing & Communications Coordinator	HOME CENTRE:	Vancouver Island
CORE STRATEGY AREA:	Business Performance	PHONE NUMBER:	(250)740-6572
CRITICAL SUCCESS FACTOR (S):		FOR AGENCY USE ONLY:	
RESPONSIBILITY/ PROGRAM AREA:	Revenue Generation & Communications	APPROVED:	
SUPERVISOR'S TITLE:	General Manager	ENTERED BY:	

ORGANIZATION

The network of PacificSport Centres, in partnership with Canadian Sport Centre Pacific, delivers sport performance programs to help athletes and coaches win medals for Canada. Working in support of our national, provincial and regional sport partners, PacificSport Vancouver Island is creating a stronger system for the development of athletes, coaches, performance enhancement teams and facilities in the Vancouver Island region, serving communities from Duncan to Port Hardy.

RESPONSIBILITY / PROGRAM DESCRIPTION

- Take the lead in development and update of business plan
- Assist in sourcing sponsors and prizes for Sport Achievement Awards and other programs
- Identify potential efficiencies that the Centre can undertake
- Link with media to develop long-term partnerships
- Work with Rev/Gen Task Team to identify potential profile and fundraising projects
- Advise regarding improved communication with and support for regional centre partners
- Lead other events and activities as agreed to with the GM
- Create a 12 month calendar of events with timelines for each event
- Develop sponsorship package for organization linked to media plan
- Provide support role in Sport Achievement Awards and Operation Red Nose
- Soliciting marketing partnerships, relationship building, contract negotiation, delivery of contractual obligations, and further servicing of sponsors

PURPOSE OF THE POSITION

The Marketing & Communications Coordinator position provides that critical link between business, the media and PacificSport Vancouver Island. The Marketing & Communications Coordinator works closely with the General Manager and the Revenue Generation & Communications Task Team to develop and deliver a Marketing & Communications Plan to raise the profile of the Centre and broaden the scope of business/community relationships. The position also provides support to the General Manager in the development and delivery of a Revenue Generation Plan, and to the Athlete & Coach Services Coordinator in delivery of programs and services to athletes and coaches.

SPECIFIC ACCOUNTABILITIES

1. Promotional Materials

- Coordinates development and production of event-related materials such as media advisories, invitations, media/sponsor kits, event programs, letters of introduction and other required materials
- Coordinates development and production of Canadian Sport Centre Pacific promotional/collateral material including brochures, templates, banners, displays, and tents
- Researches and produces material for award nomination processes
- Maintains Canadian Sport Centre Pacific's Promotional/Collateral Material Bank to ensure brand consistency
- Coordinates use of promotional material throughout Canadian Sport Centre Pacific's network

2. Media Relations

- Maintains Provincial and National media lists
- Build relationships with all local media organizations
- Assists with development of a monthly StoryBank

3. Revenue Generation

- Develop marketing and sponsorship packages
- Attain sponsorship goals (as agreed to with GM) for the organization's programs (cash & value in-kind)
- Provide support and assistance to Fundraising & Program Coordinator

4. Business Relations

- Build relationships with local businesses
- Service and follow-up with sponsors and partners
- Create contracts for sponsors and partners
- Renegotiate and resign current sponsors and partners

POSITION LINKS AND PROGRAM DIMENSIONS

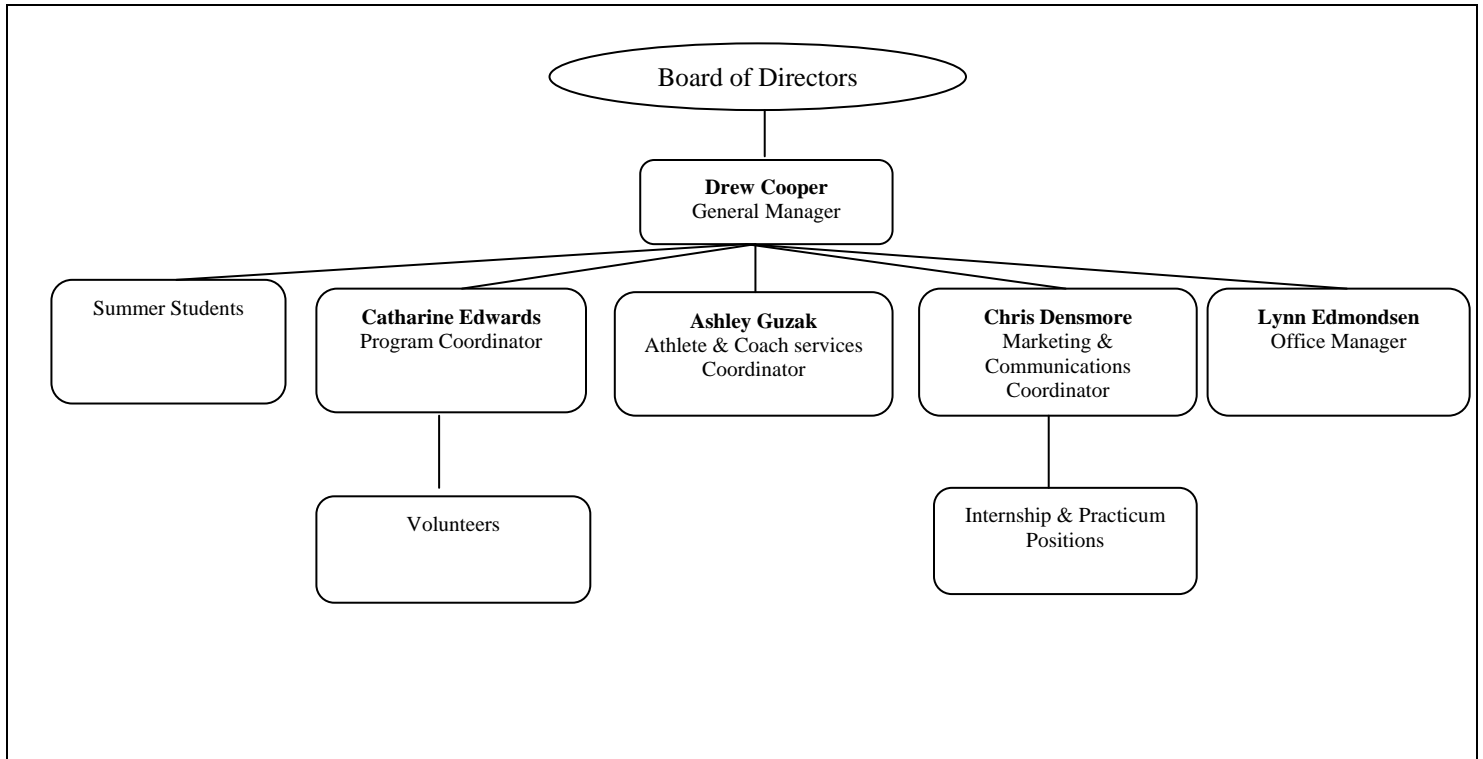
- Reports directly to the General Manager
- Works closely with PacificSport Centres and stakeholders
- Works closely with media representatives
- Works with external stakeholders

WORKING CONDITIONS/ SPECIAL REQUIREMENTS

- Requires a Class 5 Driver's license
- Highly dynamic and flexible client service environment
- Office environment
- Required on occasion to work irregular hours and be on-call for emergencies for time-sensitive and priority issues

TOOLS / EQUIPMENT

- Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, and telephones, and sets up audio-visual equipment for meetings and events.
- Proficient computer skills (MS Office, including Excel, PowerPoint and familiarity with database programs)

ORGANIZATION CHART**SELECTION CRITERIA****Education, Experience and Certification**

- A minimum of two to three years experience and/or training in the Marketing/Communications field; or a university degree or college diploma in this area.

Demonstrated Technical Skills and Abilities

- A background in sport or related administrative experience is an asset. Skills include the ability to identify opportunities for corporate involvement and tap into the business community; independently identify issues and determine the appropriate course of action; the ability to proactively initiate and prioritize tasks and the ability to organize a diverse workload taking into consideration priorities, deadlines and impacts. Excellent writing skills are required. Overall, the position requires strong organizational skills, accuracy and attention to detail.

Knowledge

- An understanding of the Canadian Sport System would be an asset for this position.

Willingness

- To work in a team setting in a dynamic and fast-paced work environment.