



Dartmouth Volleyball Club

Dartmouth Volleyball Club Position Description – Director of Programs

JOB TITLE:

Director of Programs

OBJECTIVE:

- To oversee all volleyball related matters across the Club.
- Provide leadership to all volleyball coaches, players, support staff and volunteers.

RESPONSIBILITIES:

- Oversee the volleyball development program so that participation at all levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club.
- Book facilities
- Schedule all practices
- Attend DVC board meetings
- Attend all provincial meetings as required.
- Assist with setting guidelines for team selections for each age group
- Local Elementary and Secondary School liaison / links
- Coach Accreditation
- Coaches, players and parents code of behaviour

RELATIONSHIPS:

- Reports to the Club President and Board of the Club.
- Supports all coaches, players, and volunteers.
- Liaises with the Executive.

ACCOUNTABILITY:

- The Director of Program is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly / bi-weekly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.
- Level 1 or 2 accredited volleyball coach (desirable).

The estimated time commitment required as the Program Coordinator is up to 20 hours per week.

Daily:

- check emails - stay on top of correspondence

June:

- book facilities
- look for additional coaches
- apply for HRM/HRCE grant

September

- plan Fall atomic and skills programs - prepare googleform and flyer
- send emails to all elementary and junior high schools in Dartmouth and surrounding area with information flyer for the programs
- contact 16U and 18U players to offer volunteer hours as assistant coaches in the atomic/skills sessions
- offer to go to physical education classes and run a few sessions
- liaise with DVC web master to make sure info is on website and facebook

October

- run atomic and skills programs (usually Wednesday nights) or have a coach in place to run the program
- make sure equipment is at the facility (Eric Graves physical education teacher is Paula Syms)
- check VNS website for updates on super series - once dates are confirmed, book Dartmouth High school and/or Eastern Passage Education Centre for each weekend of super series
- check VNS website for coach clinics, etc.

November

- prepare googleform and flyers for winter tournament season team placement sessions which includes, dates, times, locations for all team placements
- email elementary, junior, and senior high schools the team placements session flyers
- liaise with DVC web master to make sure info is on website and facebook
- ensure enough coaches to run the winter program (coach recruitment)
- keep list of coaches and their qualifications/police checks (VNS)
- Gather coach headshots and bios for website
- ask coaches about practice day/time preferences
- prepare practice schedule
- prepare letters of offer with coach name, practice times, etc. (this will be confirmed during the team placement process)
- update coach information package (googledrive)

December

- Team placements
- prepare selection criteria
- review the VNS guidelines for selection (we historically do not give letters to players stating their team, because our policy is that all players will have a spot on a team or in house league)
- prepare schedule for team placements, including coaches, board members (who will do registration, mark numbers on legs, etc.)

- ensure that equipment is at the facility/facilities
- gather information from placement sessions and rank players
- double-check proposed team lists with coaches
- make sure letters of offer are accurate (have president review) with all pertinent information (coach, practice, payment)
- contact players with their letters of offer the morning of the date you are allowed to do so
- respond to responses and making adjustments (when a player declines, it opens a spot for another player to move up to that position, so it's important that all the players are ranked)
- connect with DVC webmaster and post finalized team lists on the website with photos and bios of coaches

January

- coach meeting (set a date before the practices start - maybe the first Sunday night in January)
- go over coach information package (do not need to print - send electronically)
- share a few drills (if you are meeting in a gym)
- distribute ball carts/first aid kits, etc.
- send email to 16U/18U players and ask for volunteers to help coach younger players (share info about DVC scholar-athlete award)

January - May

- oversee programs
- keep checking VNS website for super series info
- make sure practice-shirts are ordered
- attend DVC meetings
- correspond with coaches (suggested videos to watch, important info, etc.)
- book schools/facilities for tournaments

April

- start planning for season finale
- prepare flyers/forms and emails
- ask 18U players to apply for scholar-athlete award