



## NBVA Operations Manager

**Service:** Operations, Sports Management, Community Service

**Location:** Manly Beach

**Time commitment:** Seasonal – August till late May each year

**Position:** Administration, Event organisation and execution

**You like sun, the beach and beach volleyball???** Then have a good look at this exiting opportunity. The Northern Beaches Volleyball Association is looking for a motivated and self-driven Operations Manager to support them with their operations during the summer months. You will have the chance to get a better understanding on how Beach Volleyball operates in Manly, NSW and nationally, how events are run, you will meet a lot of diverse and interesting people on our beautiful beaches and you have the unique chance to help us grow our sport further on the Northern Beaches.

Open communication, honesty, accountability and reliability are a must – you don't need to know a lot about beach volleyball – we can provide coaching along the way.

### Role

To support the NBVA committee with administrative support as well as plan, manage and oversee the NBVA events each month. This includes the planning and organisation of duties before each event as well as the actual set up and running the event on the day with the awards presentation and the administrative work after each event.

### Responsibility

- Update NBVA website with news, links, sponsors, guidelines, rankings etc. as well as preparing and sending out the NBVA newsletter.
- Handle all incoming inquiries about volleyball, juniors, corporate events, tournaments, league and sponsors.
- Arranging meetings and bookkeeping for NBVA.
- Oversee, coordinate and manage the overall event progress. Ensure that there are not delays and that it is smoothly run.
- Coordinate Junior competitions, Tourneys, League, Fun and Corporate events (this includes set up, rego, sound system, run the event, pack up, winners presentation, sponsors, printing).
- Coordinate sponsors activities.
- Required computer skills: Excel, Word, internet experience.
- Ideally you should not have an interest in taking part in the competitions.

This position is flexible and we are able to adjust the workload and the responsibilities as required.

To apply, email your resume and cover letter to "[info@nbva.org.au](mailto:info@nbva.org.au)". For inquiries call Mike on "04 3134 3540".

**NBVA – Run by the players, for the players.**