



**University of Toronto Graduate Students' Union  
Casual Staff Position: Volleyball League Coordinator**

The University of Toronto Graduate Students' Union (UTGSU) is seeking casual help to coordinate the UTGSU Volleyball league and related responsibilities. With over 18,000 Members, the UTGSU Volleyball league is an important service of our union in building graduate student communities on campus.

**Job Title:** Volleyball League Coordinator

**Compensation:** \$750, paid in two installments (under review)

**Dates of Employment:** August 15, 2017 to May 30, 2018

**Under the Supervision of:** David Eaton, UTGSU Executive Director  
Pam Asprey, UTGSU Office Assistant

**Duties:**

- Registering teams for the league each semester
- Scheduling games in the UTGSU Gym
- Communicating with Captains, while maintaining positive relationships with all teams/players
- Communicating with UTGSU Staff to ensure website and promotional materials are updated and accurate
- Resolving game conflicts
- Provide transition document upon end of contract term

**Qualifications:**

- 1 to 2 years' experience officiating games for participants over the age of 18 (having experience playing in a recreational or club league at the post-secondary level is considered an asset)
- Referee Certification (An OVA Local Referee Certification is preferred)
- Current First Aid, CPR C and AED certification
- Knowledge of signals and rules outlined by the FIVB Official Volleyball Rules
- Experience in registration and scheduling
- Experience using Microsoft Word, Excel as well as Google Drive, Docs and Excel
- Must be a current graduate student
- Must be able to provide a Police or vulnerable sectors check
- Must be able to provide a relevant reference

If you are interested in being considered for this position, please contact David Eaton at [executivedirector@utgsu.ca](mailto:executivedirector@utgsu.ca) with your resume and cover letter by Monday, July 24<sup>th</sup> 2017 at 5 pm. Qualified applicants will be contacted for an interview during the first week of August.