



IOWA VOLLEYBALL REGION

8170 Hickman Road Suite 5

Clive, IA 50325

Phone: 515-727-1860

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The Iowa Volleyball Region invites applications for a PART TIME opening in the position of TOURNAMENT DIRECTOR. This position's main responsibility is to oversee the Iowa Region tournament registration system and reporting systems, direct Region Indoor Season Tournaments, issue insurance certificates, assist with regional events and the USAV Academy HelpDesk. In addition, all Iowa Region employees are expected to assist in any area of responsibility, including membership management, High Performance, Junior Regionals, Boys events, or outdoor events.

Salary: \$26,000/year. No Health benefits offered.

Hours: Position is Part Time. Hours are flexible, and will vary according to the club volleyball season. Night and Weekend hours will be required on occasion.

Location: The employee will be asked to work at least 2 days per week in the Iowa Region office located in Des Moines, IA. Other hours may be worked in the office or at home, with permission of the Regional Commissioner.

Requirements:

- General knowledge of volleyball
- Good customer service skills
- Good communications and writing skills
- Computer skills
 - Must have knowledge of PC's, the position requires use of Word, Excel, PowerPoint, and the use of Google Drive. Applicant must also be willing to learn and use iPads and other technology.
 - Must be willing to learn how to use WebPoint (membership registration system), the online Tournament Registration system, the online Tournament Reporting system, and how to update the Iowa Region website.
- Ability to work in the office in Des Moines at least two days per week.
- Available to work some nights and weekend, as the schedule demands
- Must be able to have a USA Volleyball membership and pass the USAV Background Screening. Must also become SafeSport Certified.

Job Description:

- Tournament Director
 - Update tournament sanction form online, and monitor incoming tournaments.
 - Work with My Online Camp to maintain online calendar and tournament sign-up process.
 - Approve tournament results online
 - Update all documents and webpages on the tournament section of the Iowa Region website
 - Be in communication with tournament directors
 - Keep track of the collection Sanction fees and refunds owed by tournament directors.
 - Monitor complaints about tournament procedure violations
 - Assist Tournament Directors with formats, schedules, etc.
 - Direct Indoor tournaments run by the region office, assist with Junior Regional Championships
- Insurance Certificates
 - Maintain list of facilities used by all clubs each year.
 - Download and email insurance certificates to club directors
 - Create new club and facility insurance certificates as needed.
- Iowa Region - USAV Academy Help Desk
 - Assist members in Academy issues
- Other duties as assigned

To Apply:

Send a cover letter, resume and portfolio to Brett Myres (Iowa Regional Commissioner) via email by Friday, November 17th. The portfolio should include an example of a 9-team tournament with format and budget. Create two forms, a boy's clinic flyer and an order form on google forms for 4 clothing items. Send the flyer and order form link by email.

If selected for an interview, you will be contacted.

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