



North Texas Region Volleyball | 1004 N Ave, #120
Plano, TX | 75074
469.326.1873

Job Announcement
Executive Director

Job Description

Desired applicant must have a solid management and customer service skills. Understanding of USA Volleyball Region structure is a plus. Must be able to follow guidelines set by the regional board(s) as well as compliance guidelines with USA Volleyball. Applicant should be familiar with volleyball programming or similar structures.

Responsibilities – include but not limited to:

- Supervise and evaluate Region Staff
- Serve as a liaison to the Region and Division(s) Board of Directors
- Attend Region Board of Director meetings
- Attend all Junior Board of Directors meetings
- Attend all Officials Board of Directors meetings
- Provide insight to the boards on operational needs and goals
- Assist in preparing operating budgets, oversee departments to stay on budget
- Assist with Accounts payable/receivable
- Coordinate travel for national meetings
- Review and update the corporate documents as necessary
- Address issues as they arise
- Handle website administration for region website
- Attend all National meetings as scheduled
- Communicate and implement new policies set forth by the National Office
- Submit information to be included in the Guidebook to the National Office
- Ensure all teams wishing to attend National Championship Events have the proper paperwork
- Monitor requirements for compliance with USAV
- Manage/reconcile registration for Adults, Juniors (Players and Coaches), Beach and Officials, to include collecting payment and waivers (through hard copy or electronically) and ensuring the database reflects their reception
- Assist in background checks and SafeSport Certification for all persons 18 and over in working with and anyone else working with a junior organization, to include receiving forms and payment and forwarding the appropriate information to the background vendor
- Process insurance certification requests (for club site sanctioning)
- Monitor the Junior club tryouts, investigate any valid claims
- Coordinate with club directors to develop tournament schedule, sanctioning, tournament fee, insurance
- Collect and organize tournament evaluation forms (from tournament directors and officials)
- Coordinate with VP of Education in the Junior Division, to set up training, to include organizing region clinics and coordinating the scheduling of higher level coaching education programs – as requested by board
- Assist with organizing/attending region run scorekeeping clinics
- Assist with Ranking, Seeding and Format with Adult and Junior Regionals
- Respond to phone calls and e-mails in a timely manner.

Date/Salary Range

Salary will be commensurate with experience

Monday through Friday; daily in-office hours flexible with evening/weekend event work schedule.

No benefits are available

- Please submit a cover letter with requested salary, resume and three (3) most current references with contact information. Review of applicants will begin immediately; initial phone interview followed by possible onsite interviews - expected hiring date no later than Dec. 29, 2017.
- Please send above material to Donise King: ntrdonise@gmail.com.
- Questions? Contact Donise King or Andy Reitingner (andysummit@yahoo.com) and/or phone: 469-326-1873 (office).

REGION OF



USAVolleyball.