

JOB INFORMATION

The Volleyball Association of Singapore (VAS) is seeking applicants for the following positions:

- **Post 1 - Assistant Coach for Boys & Girls (Beach Volleyball)**
- **Post 2 – Assistant Coach for Men (Indoor Volleyball)**
- **Post 3 - Events & Marketing Manager/Executive**

BASIC JOB DESCRIPTIONS

The successful candidates will be responsible for, but not limited to, the following duties:

Post 1 - Assistant Coach for Boys & Girls (Beach Volleyball)

- Assist to identify, sustain and maintain a squad of developmental athletes to achieve regional beach volleyball results.
- Assist to customise a high performance volleyball training /coaching programme for the athletes, including physical, technical and tactical development, assisting them to reach their full potential and enhancing their access to national representation pathways.
- Run each scheduled Boys/Girls Beach Volleyball training session and programme activity within the established framework
- Conduct – two - three weekly training sessions or as required.
- Attend any beach volleyball tournament or training camp when required.
- Coordinate the selection and preparation of athletes in conjunction with each beach volleyball tournament in which VAS/Singapore athletes are competing.
- Update player records including attendance and skills analysis regularly.
- Comply with any administrative duties as directed by VAS, such as the distribution or collection of information and forms, providing reports, etc.
- Assist with equipment maintenance as required by VAS
- Undertake opportunities for coach professional development where available.
- Ensure at all times that s/he behaves in accordance with the general 'Coaches Code of Conduct', particularly in respect to the maintenance of a safe training environment.

Post 2 - Assistant Coach for Men (Indoor Volleyball)

- Assist to identify, sustain and maintain a squad of developmental athletes to achieve regional volleyball results.
- Assist to customise a high performance volleyball training /coaching programme for the athletes, including physical, technical and tactical development, assisting them to reach their full potential and enhancing their access to national representation pathways.

- Run each scheduled Boys/Girls Beach Volleyball training session and programme activity within the established framework
- Conduct – two - three weekly training sessions or as required.
- Attend any volleyball tournament or training camp when required.
- Assist to coordinate the selection and preparation of athletes in conjunction with each beach volleyball tournament in which VAS/Singapore athletes are competing.
- Update player records including attendance and skills analysis regularly.
- Comply with any administrative duties as directed by VAS, such as the distribution or collection of information and forms, providing reports, etc.
- Assist with equipment maintenance as required by VAS
- Undertake opportunities for coach professional development where available.
- Ensure at all times that s/he behaves in accordance with the general 'Coaches Code of Conduct', particularly in respect to the maintenance of a safe training environment.

Post 3 - Events & Marketing Manager/Executive

A multi-disciplined events and marketing manager, in conjunction with the overarching communications strategy.

- The Manager is required to lead the strategic development and implementation of volleyball event programmes that support VAS's marketing and sports promotion aspirations, and provide professional events management skills for the office.
- The Manager shall undertake event execution, marketing, client servicing, promotions and sponsorships responsibilities.
- The Manager shall manage relationships within VAS and external stakeholders to ensure an integrated approach to the management and effective delivery of all projects.
- The Manager shall create a revenue generation strategy which will optimise income producing opportunities including maximising VAS' Volleyball Event Calendar through combined events/ sponsorships.
- The Manager shall implement best practice, performance monitoring and post event/campaign analysis of all marketing and event related activities to ensure ROI and effective use of budgets. This will be supported by pre-and post activity reports.
- The Manager will source external suppliers in a cost effective manner to facilitate the delivery of events.

QUALIFICATIONS & EXPERIENCE

The following qualifications and experience are desirable:

Post 1 and Post 2

- Proven and effective leadership qualities, including the ability to plan strategically.
- Excellent communication and organising skills.
- Have an understanding of the workings of a National Sport Association.
- Commitment to a challenging and demanding coaching environment
- Coaching/ playing experience with national volleyball programmes

- Demonstrated experience in the development and delivery of elite volleyball programmes
- Level 2 NCAP Coaching Accreditation or equivalent
- Level 2 First Aid/ Sports Trainer Qualifications.

Post 3

- Marketing degree/diploma or equivalent academic qualification.
- Experience in marketing and/or events management or experience in relevant area would be advantageous.
- Excellent command of English communications and presentation skills is a must.
- Independent, motivated, creative thinker with a positive and flexible attitude and a genuine passion for partnership marketing and events management.
- Ability to work as part of a team.
- Possess excellent people skills as you must be able to communicate at all levels.
- Ability to work under pressure.

REMUNERATION

Successful candidates for Post 1 and Post 2 will be engaged as contractors of VAS and for Post 3 will be engaged as employee of VAS.

Remuneration will be discussed with applicants.

APPLICATION PROCESS

Applicants must forward a detailed resume highlighting their volleyball experience.

Applications should be submitted via email to: admin@vas.org.sg

Application Closing Date: March 18, 2009

QUESTIONS

Please email to admin@vas.org.sg for questions and clarifications