



JOB TITLE: Badger Region Tournament Director
START DATE: Application deadline is Wednesday, Jan. 24 at 5:00 p.m. CT.
Start date no later than Feb. 26.
JOB DETAILS: Full-time, salaried position
COMPENSATION: Commensurate with experience
BENEFITS: Medical, retirement, paid time off

BADGER REGION VOLLEYBALL ASSOCIATION

The Badger Region Volleyball Association is a membership organization whose mission is to promote initiatives for safe, structured and fun life-long volleyball experiences. As one of the 40 regions of USA Volleyball, our vision is to grow the number of players, coaches, officials, spectators and other volleyball enthusiasts, to provide the highest quality volleyball experience in education, training and competition and to provide advocacy, support, recognition and administration to the volleyball community.

GENERAL: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Board of Directors or Director of Operations. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

PURPOSE AND GENERAL DESCRIPTION

The Badger Region Tournament Director is a salaried full-time position based out of the Badger Region Volleyball office in Pewaukee, Wis. The position provides a moderately flexible work schedule and will require some evening and weekend responsibilities, with prior notice. The individual hired will work under the direction of the Director of Operations and closely with the entire Badger Region staff. The individual hired will be the point of contact and responsible for monitoring and managing all region and region-run competitions, along with aiding in the development of competitions and opportunities around the state of Wisconsin.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

- The Regional Tournament Director will report to the Director of Operations and Board of Directors and work closely with all members of the Badger Region staff
- Assist with the supervision of all temporary independent contractors
- This position includes evening/weekend hours and some outdoor work

DUTIES AND RESPONSIBILITIES

Responsibilities will include but not be limited to:

Plan and Execute Region-Hosted Events

- Badger Region Championships
- Badger Region Qualifier

- Dale Rohde Memorial Boys tournament
- Outdoor Tournaments
- Adult Tournaments, including development
- Other events as approved by the Board of Directors and/or Director of Operations
- Duties at these events include but are not limited to: scheduling dates and facilities, contracting facility and equipment rental, budgeting, event registration, formatting and scheduling the event in the approved online system (i.e. AES or BracketPal), working with the official's assigner to schedule officials, scheduling crews and staffing the event, post-event wrap-up

Region Tournament Director Resource and Liaison

- Annually review, update and enforce the Badger Region Tournament Director Handbook
- Take the lead in annual orientation for new tournament directors
- Work with tournament directors on tournament seeding and formatting
- Act as a resource for tournament directors on all facets of tournament operations
- Assist tournament directors in tournament-day operations as a learning tool
- Monitor the quality of region events, including but not limited to managing problems during and after events and counseling tournament directors
- Aid tournament directors with tournament registration software, including but not limited to: setting up the registration, fulfilling registration, setting up tournaments, formatting and running tournaments through the software and post-tournament closing. At this time, tournament registration software refers to Advanced Event Systems (AES) for indoor events and/or BracketPal for beach events.

Managing Region Tournament Schedules

- Review region tournament registrations for required items
- Assign region tournament sanctions / approvals, track payments
- Monitor the annual tournament schedule for juniors and adults
- Work with other USA Volleyball regions to inform membership of inter-regional and national events
- Identify areas of the state with low tournament opportunities and work to increase offerings at all age levels, abilities and genders

Serve as a liaison for non-Badger Region events in Wisconsin

- Such events may include USA Volleyball National Championship events, zonal championships, outdoor events, High Performance tryouts (indoor or outdoor)

Administrative Support

- Serve as the point of contact for tournament-related paperwork, emails and phone calls, including but not limited to processing of payments, tracking tournament sanction fees, officials pay and region tournament director and club director support
- Work with Badger Region staff on overflow administrative work, such as membership and club director phone calls and emails.

Badger Region Board of Directors Ex-Officio Member

- Attend quarterly board meetings with voice but no vote
- Prepare reports and present to the Board on Region events, including but not limited to financial reporting and event-specific details and plans

Other responsibilities as directed by Board of Directors and Region Director of Operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Requirements

- High understanding and experience in the sport of volleyball
- Broad knowledge and experience in volleyball event management, including but not limited to tournament formatting and online scheduling
- Experience with contract negotiations and management
- Excellent organization and administrative skills
- A strong sense of commitment to the Badger Region Volleyball's mission
- Ability to self-direct and work independently, organize time wisely, multi-task and problem solve
- Highly developed communications skills, both written and verbal
- Commitment to excellent customer service
- Must be able to pass a USA Volleyball Background Screen and complete SafeSport education and certification.
- Commitment to high professional ethical standards

Education and Experience

- Associate degree or five years of experience in running multi-court volleyball tournaments is required.
- Other requirements: Must have a valid driver's license and current auto insurance, and be willing to use personal vehicle for work purposes (with mileage reimbursement).

APPLICATION & DETAILS

Candidates should submit a cover letter, a resume of qualifications and relevant experience and three professional references to the email address below. Please include salary requirements in the cover letter. The application deadline is Wednesday, Jan. 24 at 5:00 p.m. CT. Interviews will tentatively be held Feb. 6-7. Start date is no later than Feb. 26. This hire will run concurrently with the existing tournament director Terry Paulson until his retirement on June 1, 2018.

Please email applications to:

Jennifer Armson-Dyer, Director of Operations

jarmsondyer@badgervolleyball.org

Subject line: Application for Tournament Director Position

Please direct all questions to Jennifer Armson-Dyer at the above address, or by phone at 414-507-1124.

The Badger Region Volleyball Association is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.