

World ParaVolley POSITION DESCRIPTION

Position Title:	Assistant Sport Director, Sitting Volleyball (Indoor and Beach)
Method of Appointment:	Following application, recommended by the Sport Director for Board approval
Period of Office:	Four (4) years
Responsible to:	Sport Director
Date Updated:	August 2026

Organisation statement:

World ParaVolley is the international federation that governs and promotes para volleyball for people with physical disabilities and is a member of the International Paralympic Committee (IPC). World ParaVolley is recognised by IPC as the sole International Federation with worldwide responsibility for volleyball for athletes with a physical impairment. World ParaVolley's Mission is to lead, develop, and grow para volleyball disciplines for people with physical disabilities, while promoting inclusion between athletes with and without disabilities — from grassroots to elite levels — by providing a safe, accessible, and fair sport environment.

Description of Position

The Assistant Sport Director - Sitting Volleyball is responsible for assisting the Sport Director in the delivery of the World ParaVolley Sport Department's responsibilities within the scope of the federation's strategic plan. The position provides leadership and advice on matters related to sitting volleyball events, referees, technical officials, rules of the game, and all the inherent components of each area with the goal of ensuring consistent standards across ParaVolley disciplines and Zones.

Reporting and Working Relationships

The Assistant Sport Director - Sitting Volleyball reports to the Sport Director and works in cooperation with the Sitting Volleyball Technical and Referee Commissions, Rules of the Game representatives, Technical Delegates, Local Organising Committees, Zone Sport Directors, and other relevant World ParaVolley stakeholders.

Duties and Responsibilities

- Develop and deliver on the Sport Department's strategic initiatives.
- Engage closely with the Sport Department Commissions and Committees to build capacity in technical officials, processes, events, refereeing, coaching, rules of the game and regulations, requires ability to manage communications and administrative functions.
- Perform duties related to event management at a high level, including high level of technical proficiency.
- Work closely with technical delegates for WPV tournaments and events to support preparation.

- Build greater alignment between sitting volleyball, beach paravolley and other disciplines as needed.
- Contribute to the development and update standard templates for competition formats and contracts for major events, documents and resource materials.
- Identify potential event partners and hosts, and conduct bidding processes.
- Contribute to the development of the international sitting volleyball competition calendar and event hosting/bidding processes.
- Ensure compliance with World ParaVolley Constitution, regulations, policies, and procedures.
- Undertake any other reasonable duties requested by the Sport Director.

Skills and Knowledge

Essential

1. A detailed and comprehensive understanding of all technical aspects of sitting volleyball.
2. The ability to provide leadership to relevant Commissions and Committees.
3. The ability to work co-operatively with other Sport Department members to plan and develop World ParaVolley.
4. Sound organisational, time and project management, and administrative skills.
5. Efficient and effective communication skills based on a consultative approach.
6. Strong problem-solving and decision-making skills.
7. A working knowledge of information technology.
8. A respect and appreciation of the cultural differences within the World ParaVolley community.
9. Effective written and verbal communication skills in English.

Desirable

1. Knowledge of volleyball and/or ParaVolley competition operations.
2. Understanding of World ParaVolley structures, regulations and procedures.
3. Experience with event bidding, venue operations and event evaluation.

Experience

1. Substantial technical and practical experience in sitting volleyball.
2. Extensive experience in working with volunteers.
3. Experience in interacting with international sporting officials.
4. Comprehensive experience in the effective use of communication tools.
5. Experience in interacting and working with people from a variety of cultures.
6. Experience in report writing and submission.

Experience in international volleyball, ParaVolley, or Paralympic sport is highly desirable.