



The Richmond Volleyball Club is a non-profit organization dedicated to furthering national and international amateur volleyball competition for athletes of all ages.

RVC is now hiring for the following positions -

Concessions Manager

This individual will oversee the daily operations of our concession to include supervision of other part time staff, inventory management, and vendor relationships. The position is a permanent, part-time (approximately 25 hours/week) position and requires evening and some weekend hours. The successful candidate must have strong customer service skills, work well in a small team environment, be exceptionally organized, able to communicate effectively, and manage time well. Food Service and supervisory experience preferred. Competitive salary.

Evening Program Manager

This individual will oversee the daily operations of our evening recreational leagues to include supervision of referees and other part time staff. The position is a part-time (approximately 25 hours/week) position and requires evening and some weekend hours. The successful candidate must have excellent customer service skills, work well in a small team environment, be proficient with MS Office products, be exceptionally organized, able to communicate effectively, and manage time well. Supervisory experience also preferred. Competitive salary.

Juniors' Volleyball Program Manager

This individual will oversee the daily operations of our junior programs to include supervision of juniors coaching staff. The position is full time and requires evening and weekend hours. The successful candidate must have exceptional interpersonal skills, work well in a small team environment, be proficient with MS Office products, exceptionally organized, able to communicate effectively both verbally and in writing, and manage time well. At least 3-5 years of volleyball coaching experience required, collegiate experience preferred. Supervisory experience also preferred. Salary low 30's with benefits.

Office Assistant/Bookkeeper

The successful candidate is responsible for organizing and coordinating office operations and procedures as well as maintaining records of financial transactions for the organization; preparation of reports for Board of Directors and Auditor; collection of delinquent accounts; and processing of bi-weekly payroll. The position is part time with potential for full time status in the future. Candidates must have strong interpersonal skills, work well in a small team environment, be proficient with MS Office products, be exceptionally organized, and able to communicate effectively both verbally and in writing. Competitive salary.

We have a relaxed but professional culture that, while demanding at times, is supportive and flexible for employees. If interested in any of these positions, please send resume and letter of interest to Richmond Volleyball Club, Attn: Darcy Carroll, 2921 Byrdhill Rd., Henrico, VA 23228 or dcarroll@rvc.net.