



About the Great Lakes Region of USA Volleyball

Want to work for one of the largest regions of USA Volleyball while serving one of the most successful, fastest growing and exciting sports in the world?

The Great Lakes Region is one of forty (40) Demographic Regions in the United States with over 15,000 members that comprise both Junior and Adult Volleyball. We have over 100 clubs and over a 1000 teams that participate in leagues and qualifying events throughout the United States. Great Lakes Region also hosts the Windy City National Qualifier which is one of twelve (12) qualifying events for participation in the Girls' Junior National Championships (GJNC). At the USA Opens, Great Lakes Region has representation from men and women in various divisions and ages between 19 and 83.

Title: Manager, Finance/Region Services

Location: Great Lakes Region USA Volleyball, 745 McClintock Drive, Burr Ridge

Supervisor: Chief Financial Officer of Great Lakes Region, USA Volleyball

Position type: Full time/exempt

Education: Minimum of a Bachelor's degree or higher. Accounting/Finance Major preferred or related work experience.

The Applicant shall:

- Demonstrate best practices in a professional manner in dealing with members
- Communicate with club directors and members on important issues or notices
- Work closely with staff and tournament directors with junior events
- Assist with all aspects of the GLR but with an emphasis on administrative support, including managing registrations.
- Assist in other duties and projects as assigned by the Commissioner/CEO.

Skills / Qualifications:

- Must successfully pass the USA Volleyball pre-employment background screening and be SafeSport certified prior to employment.
- Strong organizational, communication and customer service skills are required.
- Knowledge of AES and Webpoint, a plus.
- Be familiar with Microsoft Office, Adobe Acrobat and social media programs.
- Should have a working knowledge of QuickBooks and/or other related Accounting Software.
- Club volleyball experience is not necessary.

Salary: Commensurate with qualifications and experience. Benefit package is negotiable.

Disclaimer: This job description is not intended to be all inclusive. The employee may be requested or required to perform other related duties to meet the ongoing needs of the organization.

Please send resumes to employment@glrvb.com