

OPPORTUNITY: REGIONAL COORDINATOR - ADULT PROGRAMS

Job Title:	REGIONAL COORDINATOR - Adult Programs (Surrey, New Westminister, Burnaby)	Supervisory (Yes/No):	No
Based at/Remote:	Hybrid (Remote with occasional in-person attendance/travel)	Compensation Schedule:	Winter: \$1000 Summer: \$1500 Fall: \$1000
Reports to:	Adult Programs Manager (APM)		
Weekly hours:	Flexible (Intermittent to 5 hours weekly)	Organizational Relationship:	Independent Contractor

About the VUL

The Vancouver Ultimate League (VUL) is one of the largest and longest-standing ultimate frisbee organizations in the world. With a rich history spanning decades, the VUL brings together over 6,000 active participants annually across leagues, tournaments, and community events. As a leader in the sport, we promote values of teamwork, inclusivity, and spirited competition.

Our players range from youth and beginners to seasoned athletes, offering an unparalleled opportunity to connect with a diverse, engaged audience. You can read more about the [VUL here](http://www.vul.ca).

About the Role

The Adult Regional Coordinator (Surrey, New Westminister, Burnaby) is a dynamic individual who supports the growth and development of the sport of Ultimate in the region. They actively contribute to the success of Ultimate by developing quality programs and increasing awareness in the region.

Positional Objectives

- Maintains the highest standards of professionalism, confidentiality, and integrity
- Upholds and promotes the core values of Spirit of the Game
- Aligns every action to the VUL's mission and vision
- Consistently represents the VUL brand by displaying our logo and other identifying materials

Skills and Qualifications

- An Ultimate enthusiast with at least 5 years related experience (Sport Management is preferred)
- High level knowledge of Ultimate strategy, rules, and principles of Spirit of the Game
- Self-aware and confident—yet eager to perpetually learn
- Superior planning and prioritization skills
- Commitment to the use of diplomacy and tact when dealing with challenging situations
- A champion for positive change
- Invested in contributing to an exceptional organizational culture at the VUL
- Active appreciation for EDI (Equity, Diversity, Inclusion) and equitable participation in sport
- Dependable access to a cellular phone and computer, and a reliable high-speed internet connection
- Access to a reliable vehicle and willingness to transport equipment

GENERAL RESPONSIBILITIES

1. SET-UP AND MONITORING: REGIONAL ADULT PROGRAMS

-Summer League in Surrey and New West Hat League (April to August)

-Fall Hat League in Surrey (August to December)

-Winter Hat League in New West (January to April)

- a. Procure Seasonal Permits
- b. Interface with VUL's Website & Communications Manager (WCM) on informational/promotional materials
- c. Oversee
 - i. Program Registration (Hat, individuals)
 - ii. League Seeding
 - iii. League Scheduling
 - iv. Inquiries and feedback from members
- d. Monitor competitive balance and adjust when required
- e. Schedule League Playoffs
- f. Collaborate with the APM to allocate regional prizing for division winners and spirit prize recipients
- g. Update Website and Registration software to reflect what's current

2. GROW THE SPORT OF ULTIMATE IN THE REGION

- a. Support Vortex Youth Club program to ensure players in the region have an efficient transition into adult recreational play
- b. Attend local community events as a representative of the VUL (possibly in collaboration with the new VUL Street Team) to promote the sport of Ultimate
- c. Develop new programs (such as beginner clinics) to recruit new players to the sport

3. COMMUNICATION EXCELLENCE

- a. Utilize a dedicated customer service approach
- b. Customize verbal and written communications to serve a diverse audience
- c. Maintain detailed records and data where required
- d. Apprise the APM of positional highlights and challenges
- e. Meet virtually with the APM at least monthly to assess needs, progress, and establish a schedule/priorities for coming weeks

To apply, please submit your resume and cover letter to the VUL Adult Programs Manager by March 14 at lm@vul.ca

The VUL is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our programs, the diverse consumers we represent, and the communities we call home. We do this with kindness, empathy and respect for each other.