



Job Opportunity: VUL League Manager

Sept 10, 2018

Job Title: League Manager
Company: Vancouver Ultimate League (VUL)
Reports to: Executive Director
Work Type: Permanent, Full-time (37.5 hours per week), available immediately

At the Vancouver Ultimate League, ultimate is our way of bringing joy into people's lives. We organize and promote spirited ultimate in Metro Vancouver for participants of all ages, genders and abilities. We are the largest ultimate league in the Canada.

The VUL is looking for a dedicated, passionate, and organized individual to be our new League Manager! This is an exciting and rarely available opportunity for someone who lives in Metro Vancouver and is able to work from home or their own office.

The League Manager plays a key role in the VUL. You will be responsible for managing all of the VUL's adult leagues, events, and related services on a year-round basis, working in collaboration with other VUL staff to maximize the satisfaction & continued enrollment of over 4500 adult members. You also will also support the Marketing Manager and Youth Programs Manager to deliver their programs and services.

To Apply: Send your resume and cover letter to jobs@vul.ca.

Duties & Responsibilities

League Management

Manage all adult programs during Winter (Jan-April), Summer (May-Aug), and Fall (Sept-Dec) seasons.

Activities for each season include:

- Prepare plans and budgets with the Executive Director for each league, event, and service.
- Review & update program designs with the Marketing Manager to maximize member satisfaction.
- Renew field permits and manage fields to support all league operations.
- Setup and manage online registration, collecting fees, rosters, and required waivers.
- Create divisions and game schedules.
- Monitor game reports. Work closely with team captains to maximize spirit, fun, and safety.
- Communicate proactively and creatively to ensure high levels of customer service. Maintain league-related content on the website so it is an effective resource for participants.
- Maintain VUL equipment and storage space with the support of other staff.
- Continuously seek to improve member experiences and overall service delivery.

HR Management

Work with the E.D. and other staff to develop and enhance HR capacity and effectiveness:

- Manage part-time personnel and volunteers for program delivery. Direct reports include four coordinators (Regional leagues, Mentors/Camps, Clinics, Rules), as well as event coordinators, seasonal staff, and various volunteers.
- Identify opportunities for others to support league operations (skilled and non-skilled roles).
- Recruit and train individuals for approved positions, as required.

Other

- Provide some website tech support to members, escalating any problems to the Web Manager.
- Other projects and duties as assigned by the Executive Director.



Preferred Qualifications

Education & Experience

- A diploma or degree in Sport, Recreation, Administration, Communication, or Arts & Science;
- Minimum of three (3) years of relevant experience in similar role(s);
- Experience managing part-time staff and volunteers;
- Experience playing ultimate, especially as a captain;
- Experience with scheduling leagues or tournaments is an asset.

Skills & Abilities

- Mediation/Facilitation: Able to support and coach captains to resolve game disputes;
- Presenting/Teaching: Capable of presenting to groups (up to 200) to effectively share knowledge;
- Strong knowledge of MS Office or equivalent (Excel especially, plus Word and PowerPoint);
- Comfortable learning and using a variety of computer software;
- Basic knowledge of HTML is an asset.

Characteristics

- Self-starter: Works independently with little direct supervision;
- Organized: Able to set priorities, develop a schedule, monitor progress, and record relevant info;
- Leader: Able to positively influence others to achieve shared goals;
- Collaborative: Creates and maintains effective working relationships to achieve goals;
- Communicator: Communicates effectively using appropriate tools & techniques;
- Problem Solver: Gathers relevant info and generates workable solutions & recommendations;
- Strategic: Considers wider context when considering alternatives and developing solutions.

Working Environment & Terms

The League Manager is expected to:

- Provide their own office, computer, and phone.
- Work remotely most of the time, and in a Vancouver shared office space 1-2 days/week.
- Be available on some evenings and weekends for various programs.
- Have access to a vehicle, and be able to lift packages weighing 20 kgs.

The starting rate is currently \$48,000-55,000 / year, depending on education and experience. Employees also receive a benefits package with health, dental, vacation, retirement, and other perks, plus flexible working hours and the opportunity to work from home. The VULS is an equal opportunity employer.

To Apply: Send your resume and cover letter to jobs@vul.ca. Please note that only qualified candidates will be contacted. See our [Jobs page](#) for current status of the application process.

About the Vancouver Ultimate League Society

The VULS is a non-profit society that engages over 120 people each year to serve over 5550 members. Most programs run in Vancouver but we are expanding across Metro Vancouver.

Vision: We envision a future where ultimate is the leading recreational sport. We want everyone involved to have fun, develop skills and character, live healthier lives, and build lasting relationships through spirited ultimate. We aspire to be a vibrant, inclusive and sustainable society, committed to excellence, and a model and resource for other organizations.

Mission: Ultimate is our way of bringing joy into people's lives. We organize, promote, teach, and support spirited ultimate in Metro Vancouver for participants of all ages, genders and abilities. We collaborate with other organizations to foster the growth and development of the sport. We are guided by Spirit of the Game in everything we do.