

VULS Youth CUC Coordinator POSITION DESCRIPTION

The Vancouver Ultimate League Society runs three club-team programs for competitive youth players: [Misfit Ultimate](#) in Vancouver, [Vortex Ultimate](#) in Surrey & area, and [Strike Ultimate](#) in Richmond. Each program has their own team of coordinators led by one Lead Coordinator (LC).

The CUC Coordinator supports all three programs to plan for and attend the Canadian Ultimate Championships (CUC) in August, similar to an *Assistant Chef de Mission*. The CUC Coordinator reports to the Youth Programs Manager (YM) and works closely with other VULS personnel.

Duties & Responsibilities

Travel

- Book hotels or other accommodation at CUC for all participants and VUL personnel.
- Book buses, if required, for years when CUC is in BC or Alberta.
- Coordinate with Ultimate Canada to arrange for onsite shuttles.
- Share travel plans and requirements with players, parents, coaches, and chaperones.
- Capture flight plans, if any, for all participants and personnel.
- Ensure appropriate insurance coverage and travel documentation is obtained for all participants and personnel.

Registration

- Support LC's to ensure all players and coaches are properly registered for CUC with Ultimate Canada.

On-site Support

- Coordinate safe travel of all participants to and from the event (airport shuttles, etc).
- Proactively act as liaison between Ultimate Canada and LC's for during the event.
- Be the point of contact for parents during the event.
- Coordinate any medical or emergency support required for participants or other personnel.

Marketing

- Work with Marketing to create plans for any marketing or communication during the event (e.g. social media posts, short videos, game updates, articles, etc.)
- Work with Marketing to execute those plans.

Service & Representation

- Agree to the *Youth Supervisor Code of Conduct*, and pass a criminal record check.
- Work collaboratively with the Lead Coordinators of all three programs.
- Ensure the health and safety of participants is maintained at all times.
- Communicate professionally and in a timely manner with all players, parents/guardians, coaches, and chaperones, responding to any inquiries within 2 working days.

Terms

This is a part-time contract position with a typical term of 8 months from February to September. The cost of any flight to CUC is included. The rate for 2019 will depend on when the contract starts, because the programs have started and some tasks are already complete.

To apply, email the Youth Program Manager via youth@vul.ca ASAP.