

VULS Youth Club Coordinator POSITION DESCRIPTION

The VULS runs three club-team programs for competitive youth players:

- [Misfit Ultimate](#) (Vancouver)
- [Vortex Ultimate](#) (Surrey and area)
- [Savage Ultimate](#) (Richmond)

Each program has their own team of coordinators ("YC"), led by one Lead Coordinator, who are responsible for the organizing and running that program. Activities includes the main Summer season and other special programs in the Fall or Winter. The YC's report to the Youth Programs Manager ("YM") and work closely with other VULS personnel.

Duties & Responsibilities

Note: The Coordinator Teams work together to fulfill these responsibilities. Each coordinator typically only focuses on a few areas, with the Lead Coordinator responsible for Planning & HR.

Planning

- Work with YM to review & update program design to maximize satisfaction and spirit;
- Set the calendar for each season (start/end dates, registration, events, etc.);
- Prepare detailed plans for all activities (see Delivery);
- Prepare budget with the YM for approval by the Executive Director ("ED").

HR

- With approval of the YM, recruit, train & manage additional Coordinators, as required;
- With support of the YM and other Coordinators, recruit, train, manage, and evaluate all personnel required to deliver program activities (coaches, volunteers, medical, etc.)

Marketing & Communication

- Work with Marketing to create plans for each season covering content, audiences, and channels (web, email, social media), and support Marketing to execute those plans;
- Ensure Parents are provided with all of the information they require before and during the season to effectively support their children to participate;
- At the end of each season, prepare and deliver surveys to players, parents, and coaches, and prepare a summary of results for future reference.

Delivery

Registration

- Work with the YM to setup registration for both Tryouts and Team assignments;
- Adhere to VUL policies for Parental Consent, Player Code of Conduct, and Payment.

Coaches

- Recruit coaches through various channels using an up-to-date job description.
- Adhere to VUL policies for qualifications such as background checks and conduct forms;
- Arrange any training required with support of the YM and Coaching Coordinator;
- Assign coaches to teams, set clear expectations, and support them during the season;
- Organize thank-you event for coaches, if possible.

Tryouts & Team Assignments

- Work with the YM to secure suitable fields;
- Plan tryout logistics (helpers, schedule, equipment, gear, etc.);
- Run tryouts, and assign players and coaches to teams.

Gear

- Gather gear requirements from players, and order apparel from approved suppliers;
- Work with Marketing Manager to order any other gear (e.g. discs).

Practices

- Work with the YM to secure suitable fields;
- Support coaches to manage practices and players;
- Ensure VUL field usage guidelines are followed.

Tournaments

- Adhere to travel requirements in the *Youth Supervisor Code of Conduct*;
- Register and arrange payment of fees for teams & players, as required;
- Ensure appropriate insurance coverage and travel documentation is obtained for all players, coaches, and support personnel;
- Support players & coaches to book required transportation and accommodation, if any, and coordinate the safe travel of all participants to and from the event.

Customer Service & Representation

The VULS seeks to provide high-quality service and experiences to all members, and maintain positive relationships with the ultimate community, other sport groups, and the general public. To this end, the YC's shall:

- Agree to the *Youth Supervisor Code of Conduct*, and pass a criminal record check;
- Ensure all program activities are fun, spirited, well-organized, and professionally run;
- Ensure the health and safety of all participants is maintained at all times;
- Communicate respectfully and in a timely manner with all players, parents & guardians, coaches, and vendors, responding to any inquiries within 2 working days;
- Work collaboratively and proactively with other VUL contractors and volunteers.

Reporting

Most reporting will be handled by the Lead Coordinator, including:

- Maintain the annual Workplan of all core program activities;
- Provide a status report on a semi-monthly basis, or at such times as agreed by the YM;
- Help train any future Misfit Coordinators (within the timeframe of their contract);

Finance & Expenses

The YC's shall report on transactions related to the program, ensure invoices are paid on time, and ensure that expenses stay within budget. The YC's will be reimbursed for expenses incurred in the performance of their duties; these expenses shall be reported monthly to the YM for approval.

Working Environment

The YC's are expected to:

- Provide their own office, computer, internet access, and mobile-phone;
- Have some means of transport;
- Be able to lift packages weighing 20 kgs.

Terms

This is a part-time contract position with a typical term of 1-2 years. Workload is lighter in the Fall & Winter and heavier from March to August. The rate for individual Coordinators can range from a few hundred dollars to a few thousand dollars depending on their particular duties and the total size of the team.