

## **VULS Regional League Coordinator POSITION DESCRIPTION**

The Regional League Coordinator ("RLC") is responsible for leagues that serve Surrey, Burnaby and surrounding areas. Reporting to the League Manager ("LM"), the RLC also works closely with other VUL staff to deliver high-quality programs & services to VUL members.

### **Duties & Responsibilities**

#### **League Coordination**

*Planning:* Work closely with the LM to create a plan for each season, including:

- Review & update designs & formats to maximize member satisfaction and growth;
- Set the league calendar (start/end dates, registration, events, etc.);
- Prepare plans for delivering any league-specific services and events.

*Registration and Teams*

- Setup online registration, and manage collection of fees, rosters, and waivers;
- Create teams for Hat leagues, and teams of individuals for Standard leagues;
- Provide key information and education to Captains, through meetings & other means.

*Fields*

- Renew and update historical permits with support of the LM;
- Promote the importance of good field stewardship to captains and players;
- Monitor the quality of all fields, and report problems to field owners for resolution.

*Schedules & Games*

- Setup and re-seed divisions as required to ensure balanced games;
- Schedule games, effectively utilizing available fields;
- Proactively engage captains to maximize spirit, safety, and playing experiences;
- Mediate any disputes between teams with support of the LM;
- Manage weather-related delays and cancellations.

*Events*

- With support of the Clinic Coordinator, arrange skills clinics prior to the season;
- Organize a 'thank you' event for Captains during Summer League;
- Organize a BBQ or similar social event during the season;

#### **HR**

- Recruit, train, and manage volunteers to assist with operations where feasible.
- Adhere to all HR policies and procedures of the VULS.

#### **Marketing & Communication**

- Support the Marketing team to create and execute marcom plans for each season covering required content, audiences, and channels (web, email, social media, etc.);
- At the end of the season, work with Marketing to deliver surveys to participants and prepare a summary of results for future reference.

#### **Communication & Service**

- Focus on developing good working relationships with team captains. Support captains to be effective leaders & partners with the VUL in delivering service to individual players.
- Ensure all program activities are fun, spirited, well-organized, and professionally run;
- Maintain league-related content on the website with support of the Marketing team;
- Respond to inquiries from members in a timely manner;

## **Qualifications**

### **Education & Experience**

- Minimum of two years of relevant experience in related role(s);
- Experience working with volunteers;
- Experience playing ultimate, especially as a captain.

### **Personal characteristics**

- Ethical: Ensures that own behaviour is consistent with business standards and aligns with VULS values and policies;
- Self-starter: Works independently with little direct supervision;
- Organized: Sets priorities, develops work schedule, monitors progress towards goals, and records all relevant details and information;
- Interpersonal: Creates and maintains positive working relationships, both internally and externally, and works cooperatively with others to achieve the goals of the VULS;
- Communicator: Speaks, listens and writes in a clear, thorough and timely manner using appropriate tools and techniques;
- Problem Solver: Assesses situations, gathers relevant information, generates possible solutions, and resolves the problem or makes recommendations, as appropriate;
- Mediator: Able to coach and supports captains and players to resolve disputes, with guidance from the LM as required.

### **Working Environment**

The League Coordinator is expected to:

- Provide their own office, including computer and internet;
- Have a mobile phone (some costs for VUL use covered by the VUL);
- Have some means of transport (mileage for VUL use covered by the VUL);
- Be able to lift packages weighing 20 kgs.

### **Terms**

This is a part-time paid contract position, with a typical term of 1-2 years. The workload is about 5-7 hours per week on average, with slightly higher hours at the start & end of each season (Winter, Summer, Fall).