

Job Opportunity: VUL League Manager

January 18, 2021

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

Note: *The position will start with reduced hours (60-80%) but rise to full-time as quickly as possible as COVID restrictions ease this year. Benefits and perks will be included from the start.*

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.

The VUL is looking for a passionate and organized individual to be our new League Manager! The L.M. is responsible for managing the VUL's adult leagues and related events & services, working in collaboration with other staff to maximize the satisfaction & continued enrollment of adult VUL members. This is an exciting opportunity for someone who lives locally and is able to work from home or their own office.

You are experienced with ultimate and able to design and deliver high-quality programs & services to VUL members. You are a leader, team player, strong administrator, good with people and logistical details, and able to coach & mediate with others. You're driven to seek out new challenges in a dynamic environment while working with others to achieve shared goals.

Duties & Responsibilities

Strategy & Planning (20%)

- Support the Executive Director and Board to develop the VUL's 5-year strategic plans.
- Identify opportunities to improve member experiences and overall service delivery.
- Work with the ED and managers to develop strategies, budget, and plans for adult programs.

League & Event Management (70%)

Manage adult programs during 3 seasons (Winter, Summer, Fall). Activities for each season include:

- Prepare plans for each league, event, and service.
- Review & update program designs with the Marketing Manager to maximize satisfaction & growth.
- Renew field permits and manage fields to support operations. Create and maintain constructive relationship with Park Boards in Vancouver and other cities.
- Setup and manage online registration, collecting fees, rosters, and required waivers.
- Create balanced divisions and game schedules.
- Develop strong relationships with team captains to support them in being effective leaders and partners with the VUL in delivering services to players.
- Monitor game reports. Work closely with captains to maximize spirit, fun, and safety.
- Communicate proactively and creatively to ensure great customer service (web, email, in-person).
- Maintain VUL equipment and storage space with the support of other staff.

HR Management (10%)

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

- Manage others to support program delivery, including part-time coordinators for Regional leagues, Mentors, Camps, Clinics, and Rules, plus event coordinators and various volunteers.
- Identify opportunities for others to support league operations.
- Recruit and train individuals for new positions, as required.

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 playing ultimate, especially as a captain;
- Experience with scheduling sports leagues and/or tournaments;
- Experience working in a small team and performing a variety of tasks;
- Experience managing part-time staff and volunteers.

Skills & Abilities

- Mediation/Facilitation: Able to support and coach captains to resolve game disputes;
- Presenting/Teaching: Able to present to groups (200+ people) to effectively share knowledge;
- Able to think critically and strategically when considering varied alternatives and solutions;
- Comfortable learning and using a variety of computer software (especially Office or equivalent).
- Solid time management skills and able to meet deadlines with minimal supervision;

Characteristics

- Self-starter: Works independently with little direct supervision;
- Organized: Able to set priorities, develop a schedule, monitor progress, and track relevant info;
- Leader: Able to positively influence others to achieve shared goals;
- Professional: Acts and presents in appropriate ways that engenders respect;
- Playful: Seeks to have fun and facilitate others to have fun;
- Problem Solver: Gathers relevant info and generates workable solutions & recommendations;
- Inclusive: Ensures that everyone is engaged, heard, and able to participate;

Working Environment & Terms

The League Manager is expected to:

- Provide their own office, computer, and phone, as the VUL doesn't have an office.
- Join other staff in a Vancouver shared office space 1-2 days/week when COVID restrictions ease.
- 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 full-time starting salary is \$50,000-\$57,000 per year, depending on education and experience. Employees also receive a benefits package with health, dental, 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 serves over 6000 adults and youth. Most programs run in Vancouver but we operate across Metro Vancouver. We are one of the largest ultimate leagues in the world.

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.