

Job Opportunity - Interim Operations Manager

Title: Interim Operations Manager

Company: Vancouver Ultimate League (VUL)

Reports to: Board of Directors

Work Type: 6 month term (with a possible extension), Full-time (37.5 hours per week)

Purpose: The Interim Operations Manager (“OM”) is responsible for executing on key operating activities of the VULS, including programs, services, events, and facilities. The OM is expected to live the VULS values including incorporating ‘Spirit of the Game’ principles while providing industry-leading service and collaborating with other senior staff to maximize the satisfaction & continued enrollment of VUL members.

Duties & Responsibilities

Operations

1. League Management & Programs

Plan and manage adult program offerings, depending on evolving COVID-19 health restrictions

- Activities include securing field permits to support all operations, ensuring good field stewardship by VUL members, and ensuring maintenance issues are resolved in a timely manner.
- Plan and manage programs including registration, fees, rosters, and required waivers.
- Manage any part-time program staff (coordinators, lead instructors)
- Communicate proactively and creatively to ensure high levels of customer service.

2. Finance / Human Resources

Manage the finances and administration of the VULS, liaising with bookkeeper, accountant, and the treasurer of the Board, as required.

- Maintain the annual budget in line with *Societies Act* regulations for non-profit organizations, subject to the approval of the Board.
- Manage government programs, subsidies, and loans.
- Ensure the VULS’ financial records and other records and files are maintained accurately and completely, so as to support the long-term smooth operation of the VULS and/or as required by law

Manage the administration of the VULS human resources function

- Administer payroll and benefits for employees
- Support recruitment of new employees/volunteers as required

3. Information systems

- Support the Web Systems Manager to maintain the VUL website and internal IT systems
- Work with the Web Systems Manager to ensure that that all of the organizational documents are securely stored and privacy/confidentiality is maintained.

4. Facilities / Vendor Management

- Maintain VUL equipment and storage space with the support of other staff.
- Maintain strategic relationships with field vendors (e.g. Park Board, School Boards) to ensure access to quality facilities to support all programs.

Collaboration (governance-board / staff coordination)

1. Provide ongoing and timely updates and reports on operations to the Board - coordinate with other senior staff regarding their reports.
2. Support other staff in the delivery of their programs/activities. Resolve any conflicting priorities, schedules, or resource allocations between various activities.

Preferred Qualifications

Education & Experience

- A diploma or degree in Sports / Recreation or Business Administration
- Minimum of five (5) years of relevant experience in similar role(s);
- Experience managing part-time workers and volunteers;
- Experience with scheduling leagues or tournaments
- Experience playing ultimate, especially as a captain
- Experience working with Vancouver Parks Board, City of Vancouver, and School Boards an asset
- Experience with fundraising and public relations

Skills & Abilities

- Mediation/Facilitation: Able to support and coach staff and players to resolve game disputes;
- Presenting/Teaching: Capable of presenting to groups to effectively share knowledge;
- Teamwork/Collaboration: Comfortable working in a team collaborating with other senior staff and the board to best serve membership and achieve member approved organizational objectives.
- Strong knowledge of MS Office or equivalent (Excel especially);
- Comfortable learning and using a variety of computer software.

Characteristics

- Self-starter: Enjoys working independently and collaboratively.
- Organized: Sets priorities, develops schedule, monitors progress, and records all relevant info.
- Strategic: Considers wider context when comparing alternatives and developing solutions.
- Ethical: Behaviour is consistent with ethical standards and aligns with VUL values and policies.

Working Environment

The Operations Manager is expected to:

- Live locally to be able to visit fields, venues, etc as required
- Have capacity to work from home or other private office, and access to computer and phone.
- Work remotely most of the time, and in a Vancouver shared office space 1-2 days/week (post-Covid).
- Be available on some evenings and weekends for various programs.

Compensation

\$55,000 - \$65,000 per annum, depending on education, skills and experience.

To apply, please send a resume and cover letter to board@vul.ca. See our [Jobs page](#) for current status of the application process.

About the Vancouver Ultimate League Society

At the VUL, ultimate is our way of bringing joy into people's lives. We are a non-profit society that organizes and promotes spirited ultimate for participants of all ages, genders and abilities. Most programs run in Vancouver, but we operate across Metro Vancouver. We are one of the largest ultimate leagues in the world.