VANCOUVER ULTIMATE LEAGUE

Box 20093, Fairview PO
Vancouver, BC V5Z 0C1
www.vul.ca

VULS Misfit Coordinator(s)
POSITION DESCRIPTION

The VUL Misfit Coordinators ("MC") are responsible for organizing and running the Misfit Ultimate youth club programs. This includes the main Summer season, as well as any other programs in the Fall or Winter. The Assistant MC's report to the Lead MC, Youth Programs Manager ("YM") and work closely with other VUL personnel.

There are three Assistant MC positions for 2023: **Coaching Coordinator, Social Media Coordinator and Apparel/Admin Coordinator**

Duties & Responsibilities

Coaching Coordinator

- Recruit coaches through various channels;
- Adhere to VUL policies for qualifications such as background checks and conduct forms;
- Arrange any training required with support of the YM and Lead Coordinator;
- Plan tryout logistics (helpers, schedule, equipment, gear, etc.);
- Assign coaches to teams, set clear expectations, and manage & support them during the season;
- Design and implement team-building activities for coaching staff.

Social Media Coordinator (Marketing & Communication)

- Work with the VUL Digital Marketing & Communications Specialist to create plans for each season covering required content, audiences, and channels (web, email, social media, etc.);
- Support the Digital Marketing & Communications Specialist to execute the plans;
- Ensure all 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.

Apparel/Administrative Coordinator

- Work with designers or help design appropriate jerseys and gear
- Work with coaches and team managers to order gear through the VUL approved vendor and ensure timely delivery to players
- Support Coaching Coordinator and Lead Coordinator with Administration relating to tryouts, team assignments, field assignments

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General Duties and Responsibilities

Customer Service & Representation

The VULS seeks to provide high-quality service and experiences for all members, as well as maintain a positive brand affiliation with the Ultimate community, other sport groups, and the general public. To this end, the MC'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.

Finance & Expenses

The MC's shall report on transactions related to the program, ensure that any invoices are paid on time, and ensure that all expenses stay within budget.

The MC'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 MC'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 heaviest from March to August. The rate will be commensurate with education, experience, and assigned duties as defined in the Annual Workplan.