

VULS Merchandise Coordinator POSITION DESCRIPTION

The Vancouver Ultimate League Society ("VULS") Merchandise Coordinator ("MHC") is responsible for the planning and running of three VUL marketing programs: Merchandise, Prizing and Spirit Tie. Reporting to the Marketing Manager ("MM"), the MHC will also work closely with other VUL personnel.

Duties & Responsibilities

Merchandise

- Work with MM to review current product mix
- Monitor and record sales and inventory of all VUL gear: jerseys, shorts, hats, cones and discs
- Place orders for additional gear when inventory is low
- Re-stock and transfer gear to VUL partners and merchants
- Attend and coordinate gear sales at VUL Captains meetings (Summer, Fall and Winter), VUL Coaching Conference, Art Hawkins Great Canadian Ultimate Game
- Coordinate volunteers or VUL staff to run gear sales at VUL Tournaments (Spring Equinox, Babes `N Hats, Life's a Beach, BC Place Undercover) and youth tournaments (To be confirmed)
- Prepare cash bank deposits from all events
- Work to find ways to enhance organization and efficiencies of VUL merchandise program

Note: Merchandise is kept in VUL storage locker but a small amount may be kept at home.

Prizes

- Work with MM to create Prizes Plan for VUL programs
- Coordinate with other VUL staff the transfer and distribution of prizes for events
- Mail and distribute prizes to members from online give-away contests
- Manage selection and disbursement of summer spirit campaign winners

Finance & Expenses

- Report on transactions related to these programs
- Submit expense reports on a quarterly basis for any costs incurred.

Working Environment

The MHC is expected to:

- Provide their own office, computer, internet access, and mobile-phone;
- Have a driver's license for transferring gear. Access to own vehicle is preferred. Mileage costs will be covered.
- Be able to lift packages weighing 20 kgs.

Qualifications

- A diploma or degree in Marketing, Sport, Education, Recreation, Administration, or Arts & Science is preferred, but not required.
- Experience playing ultimate
- Experienced working with multiple stakeholders
- Self-starter: Works independently with little direct supervision;
- Organized: Sets priorities, develops schedule, tracks progress, records relevant details.
- Interpersonal: Creates and maintains positive & collaborative working relationships;
- Professional: Represent the VUL and ultimate in a highly professional manner;

Terms

This is a contract position for 1 year. The volume of work will vary throughout the year averaging 10-20 hours per month in Spring and Summer (Mar – Aug), and then 2-6 hours per month in Fall and Winter (Sept– Feb). The rate will be commensurate with education and experience.