

## VULS Youth Club Coordinator, Reign Ultimate (Richmond)

### Position Description

<b>Position Title:</b>	Youth Club Coordinator, Reign Ultimate
<b>Organization:</b>	Vancouver Ultimate League Society
<b>Reports to:</b>	Youth Manager
<b>Work Type:</b>	Part-Time, Contract
<b>Compensation:</b>	\$600 minimum stipend. Additional stipend provided based on execution of duties.

#### About the VUL

The Vancouver Ultimate League Society (VULS) is a non-profit society dedicated to organizing, promoting and supporting the sport of ultimate in Vancouver. [You can read more about the VUL here.](#)

The VULS runs four club-team programs for competitive youth players:

- [Reign Ultimate](#) (Richmond)
- [Misfit Ultimate](#) (Vancouver)
- [Vortex Ultimate](#) (Surrey)
- North Shore Ultimate (North Vancouver) \*new\*

#### About Reign Ultimate

Reign Ultimate, is a Summer club program that has been growing the sport of ultimate for youth in Richmond since 2015. The main club season runs from June to August, with 60–70 players across three to four teams. Reign runs regional and touring teams of varying skill levels under the junior open and junior women's divisions.

#### Job Description

The VULS Reign Coordinators ("RC") are responsible for organizing and running the Reign Ultimate youth club programs. This includes the main Summer season, and the Fall and Winter programs. The RC's report to the Youth Programs Manager ("YM") and work closely with other VUL personnel.

#### Duties & Responsibilities

The Reign coordinator team works together to fulfill these responsibilities. Responsibilities may be assigned to specific coordinators.

#### Planning

- Work with YM to review program design to maximize, spirit, and strategic goals;
- Set the calendar for each season (start/end dates, registration, events, etc.);
- Prepare detailed plans for all activities (see Delivery);
- Prepare a budget with the YM for approval by the Executive Director ("ED").

#### HR

- With approval of the YM, recruit, train & manage additional coordinators, as required;
- With support of the YM, recruit, train, manage, and evaluate all personnel required to deliver program activities (coaches, volunteers, medical, etc.)

## **Marketing & Communication**

- Work with the VUL marketing team to create and execute plans for each season covering content, audiences, and channels (web, email, social media),
- Ensure 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.

## **Delivery**

### *Registration*

- Work with the YM to setup registration for both tryouts and team assignments;
- Adhere to VUL policies for parental consent, code of conduct, and payment.

### *Coaches*

- Review & update the coach job description as required;
- 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 Coaching Coordinator;
- Assign coaches to teams, set clear expectations, and support them during the season;

### *Tryouts & Team Assignments*

- Work with the YM to secure suitable fields;
- Plan tryout logistics (assistants, schedule, equipment, gear, etc.);
- Run tryouts, and assign players and coaches to teams.

### *Gear*

- Gather gear requirements from players, and order apparel from approved suppliers;
- Work with the Community Engagement Manager to order any other gear (e.g. discs).

### *Practices*

- Work with the YM to secure suitable fields;
- Support coaches to manage practices and players;
- Ensure VUL field usage guidelines are followed.

### *Tournaments*

- Adhere to travel requirements in the Youth Supervisor Code of Conduct;
- Register and arrange payment of fees for teams & players, as required;
- Ensure appropriate insurance coverage and travel documentation is obtained for all players, coaches, and support personnel;
- Support players & coaches to book required transportation and accommodation, if any, and coordinate the safe travel of all participants to and from the event.

## **Customer Service & Representation**

The VULS seeks to provide high-quality service and experiences to all members, and maintain positive relationships with the ultimate community, other sport groups, and the general public. To this end, the YC'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.

## **Reporting**

Most reporting will be handled by the Lead Coordinator, including:

- Maintain the annual Work Plan of all core program activities;
- Provide a status report on a semi-monthly basis, or at such times as agreed by the YM;
- Help train any future program Coordinators (within the timeframe of their contract)

## **Finances & Expenses**

The YC's shall report on transactions related to the program, ensure invoices are paid on time, and ensure that expenses stay within budget. The YC'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 YC's are expected to:
- Provide their own office, computer, internet access, and mobile-phone;
- Have some means of transport; and
- 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 heavier from March to August. The rate will be commensurate with education, experience, and assigned duties as defined in the Annual Workplan.

## **Qualifications: Education & Experience:**

- Experience playing ultimate, and working as a coach or captain;
- Experience leading teams and working with multiple stakeholders;
- Strong communication skills, both written and verbal, in professional and/or customer service environments.

## **Preferred knowledge, skills, and abilities:**

- Desired post-secondary education in Sport, Education, Recreation, Business Administration, or similar discipline or combination with relevant experience.
- Self-starter: Works independently with little direct supervision
- Organized: Sets priorities, develops schedules, tracks progress, records relevant details
- Interpersonal: Creates and maintains positive working relationships
- Communicator: Speaks, listens, and writes in a clear and engaging manner
- Problem Solver: Assesses situations, gathers relevant information, generates possible solutions, and resolves the problem or makes recommendations, as appropriate
- Professional: Represent the VULS and ultimate in a highly professional manner

To apply, please submit your resume and cover letter to the Reign Coordinator Team at [reign@vul.bc.ca](mailto:reign@vul.bc.ca). This position is open until filled.