



Position Description

Job Title: Youth Program Manager
Reports to: Executive Director
Work Type: Permanent, Full-time

The Youth Program Manager (YM) is a leader in developing, delivering and maintaining the VULS' youth programs, including competitive club programs, youth leagues, and special events. The YM provides expertise, direction, and oversight to their program area to maximize the satisfaction & continued enrollment of youth participants in our programs. In addition, the YM works collaboratively with the Digital Marketing and Communications Manager ("DMC") and Youth Club Coordinators to design and deliver programs & services for youth that support our strategic goals. The YM reports to the Executive Director ("ED").

DUTIES & RESPONSIBILITIES

Youth Club Teams (30%)

Working collaboratively with the Club Coordinators, the YM provides strategic leadership and administrative oversight of all youth clubs under the VULS programming umbrella.

- Recruits and hires, and supports the development of the Club Coordinators
- Develops and monitors each club program's annual work plan and budget.
- Is responsible for curating all web content related to programming details and creating club registration portals (fees, gear, waivers, etc.).
- Books fields /facilities for tryouts, practices, and tournaments, as the program plan requires. The YM will work with the Adult Programs Manager for all Vancouver fields and facility bookings.
- Retains and oversees external support services contracts (i.e., SportMedBC, Strength & Conditional Consultant)
- Analyzes, monitors, and reviews each program to improve recruitment and retention of participants.
- Acts as the team lead for all VULS clubs participating in tournaments, including the Canadian Ultimate Championships, which includes coordinating team registrations, accommodations, and on-site transportation.

Youth Programming (20%)

- Develops the annual work plan and budget for the recreational stream of programming throughout the year (e.g., the fall and winter skill programs, summer camps and youth leagues).
- Recruits and hires all program instructors/staff.
- Is responsible for loading all web content and program registration portals (fees, gear, waivers, etc.).
- Works with the Adult Programs Manager to book fields /facilities for all youth programs.
- Analyzes, monitors, and reviews each program to improve recruitment and retention of participants.

Coaching (10%)

The YM is responsible for developing coaching expertise and capacity within the VULS youth programs. Working collaboratively with other stakeholders involved with youth programs and members of the VULS administrative team, the YM will

- Coordinates the delivery of the Annual Coaching Conference
- Manages and oversees a database that houses training of club and recreational stream program coaches/instructors
- In consultation with ED, facilitates NCCP workshops in Metro Vancouver in partnership with BC Ultimate and Ultimate Canada and works with BCU & UC to further the evolution of NCCP programs.
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Schools (10%)

The YM promotes the group of primary and secondary school Ultimate programs within Greater Vancouver by working collaboratively with teachers/administrators in the following areas:

- Delivery of skills clinics for players and coaching clinics for teachers.
- Access to discs and cones.
- Assisting schools in finding coaches for their teams.
- Curating an online guidebook and reference materials.

Marketing & Communication (5%)

The YM works closely with the “DMC” to articulate annual marketing campaigns for all youth programming, including curating all web content and programming the registration portals under their purview.

Human Resources (15%)

- Recruits, hires, and trains individuals for all programs under purview, which includes securing a signed employment contract and relevant payroll forms for the payroll administrator.
- Ensures all personnel working with youth complete the VULS Code of Conduct and pass the required background checks or other safe sports standards established by the VULS.
- Manages, supports, and evaluates contractors & volunteers as required.
- Adheres to all policies and procedures of the VULS.
- Oversees contractors retained for project work.

Finance (5%)

Work collaboratively with the ED to develop the Youth portfolio's annual budget, which includes the youth club programs.

- Using the bookkeeper's monthly reports, the YM monitors the youth portfolio budgets and informs the ED of any deviations in projections.
- Adheres to the VULS accounting practices to ensure the timely payment of invoices and expenses.

Miscellaneous (5%)

- Contributes to the monthly board report
- Participates in strategic planning activities.
- Other reasonable and related duties as program and operational needs define

QUALIFICATIONS

- Bachelor's degree or diploma in Project Management, Education, Sport Management, or equivalent.
- Self-starter: Works independently with little direct supervision.
- Experience managing multiple concurrent projects/programs with different stakeholders and diverse populations is an asset.
- Proven ability to recruit and retain highly effective employees.
- Ability to adapt positively to a changing environment and manage shifting priorities.
- Ability to think conceptually and critically, as well as to identify issues, solve problems, and design and implement effective solutions.
- Approaches issues from a continuous improvement perspective.
- Strong communication skills; presentation, written, verbal, etc.
- Proven ability to address and manage conflict.
- Strong technical aptitude and experience working with Google Suite (e.g., Word, Excel, PowerPoint, etc.)
- Experience with social media platforms such as Instagram, Facebook, and Twitter.
- Experience with SurveyMonkey, Slack, and Drupal is an asset.
- Knowledge of the sport of Ultimate is an asset.
- Current coaching certification (NCCP) is an asset.

LOCATION

- The nature of this position requires some evenings and weekends hours throughout the year.
- This position is in the Metro Vancouver area. While the VUL operates as a virtual office, VUL staff must attend four or more in-person meetings, activities or events per month throughout the year.
- VUL staff must have a home office location, computer equipment and phone.
- Have access to a vehicle and be able to lift packages weighing 20 kg.