

VULS Youth Coordinator(s) POSITION DESCRIPTION

The VULS Youth Coordinators ("YC") are responsible for the organizing and running the Ultimate youth club programs. This includes the main Summer season, as well as any other programs during the other seasons of the year. The YCs report to the Youth Programs Manager ("YM") and work closely with other VUL personnel.

Duties & Responsibilities

Planning

- Work with YM to review & update program design to maximize satisfaction and spirit;
- Set the calendar for each season (start/end dates, registration, events, etc.);
- Prepare detailed plans for all activities (see Delivery);
- Prepare budget for approval by the YM.

HR

- With approval of the YM, recruit, train & manage additional YCs, as required;
- With support of the YM and other YCs, 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 marcom plans for each season covering required content, audiences, and channels (web, email, social media, etc.);
- Support the Marketing team to execute the marcom 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.

Delivery

Registration

- Work with the YM to setup registration for all youth programs delivered by the club.
- Adhere to the *VULS Membership Policy* when managing registration, including Privacy, Parental Consent, Payment requirements, and Codes of Conduct.

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.
- Assign coaches to teams, set clear expectations, and manage & support them during the season;
- Organize thank-you event for coaches, if possible.

Program Management

- Provide field requirements to the YM for fulfilment;
- Plan logistics for delivery of the program (coaches, volunteers, chaperones, schedule, equipment, gear, etc.);
- Run tryouts, and assign players and coaches to teams, especially in summer

Gear and Equipment

- Work together with YM to identify need and order program gear and equipment.
- Gather requirements from participants, and order required apparel from the VUL nominated vendor;
- Keep inventory stock used for the programs

Practices

- Provide field requirements to the YM for fulfilment;
- Support coaches to manage practices and players;
- Ensure VULS field usage guidelines are followed.

Tournaments

- Adhere to travel requirements in the *VUL 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 other program 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 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 YC's shall:

- Agree to the *VUL Supervisor Code of Conduct*, and pass a criminal record check;
- Agree to complete any professional trainings and certifications inline with VUL policies
- 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

The YC's will report to the YM, with most communication handled by the Lead Coordinator. The Lead Coordinator shall:

- Be directly responsible for all Planning and HR duties;
- Maintain an annual Workplan 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 YCs (within the timeframe of their contract);

Finance & Expenses

The YC'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 YC's will be reimbursed for expenses incurred in the performance of their duties. These expenses shall be reported monthly to the YM and ED 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;
- 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 and Winter, and heaviest from March to August. The rate will be commensurate with education, experience, and assigned duties as defined in the Annual Workplan.