



Manager Job Description

1. About VUPS

The Victoria Ultimate Players Society (VUPS) runs an ultimate frisbee summer league, a youth program in schools, a youth league and several tournaments throughout the year. VUPS does not presently operate other disc sports, such as disc golf.

VUPS is in a state of growth, particularly with its youth league, and is looking for a proactive, self-sufficient person to assist with stabilizing and building VUPS programs and opportunities. The successful candidate will facilitate efficient communication, logistics and profitable adult events that allow us to reinvest in youth programming as the future of our community. The position is based in Victoria.

Ideally, the Manager will be able to work from home unless otherwise required.

2. Responsibilities of Manager Position

- Acting as coordinator to strengthen and work with our youth ultimate community to continue to develop ultimate in Victoria;
- Participating in developing and implementing a strategy to recruit and retain youth and adult members;
- Meeting and connecting with the community (chatting with teams, attending leagues and community meetings, building volunteer lists, supporting all teams at all levels of play and community members, promoting events);
- Being friendly, approachable and professional in all interactions;
- Marketing and communications for VUPS events through various media (social media, encouraging word of mouth, website contributions and maintenance);
- Providing information to the Board, volunteers and community quickly, accurately and professionally;
- With Board assistance, researching and writing grant applications as requested;
- Working with the VUPS Board on implementation of initiatives and research as directed;
- Supporting management of leagues, tournaments and clinics as directed; and
- Promoting equity and accessibility.

This position is intended to be approximately 10 hours per week on average, with room for growth and flexibility depending on the circumstances. Evening and weekend work will be required.

3. Skills and assets

A) Mandatory

- Verified Criminal Record Check clearance (vulnerable sector) or ability to complete and pass Criminal Record Check clearance (vulnerable sector);
- Strong interpersonal skills;
- Ability to work periodically on weekends and/or evenings;
- Strong computer skills in word, excel, google documents and social media;
- Proactive, self-sufficient and can work independently; and
- Mobility to travel between fields (e.g., foot, bus, bike, car).



B) Preferred

- Experience in sport management and/or education in sport management;
- Experience related to grant writing;
- Knowledge of the Victoria ultimate community (but we are open to hearing from people who have similar experience in other sports!);
- Ownership of computer;
- Familiarity with TopScore;
- NCCP coaching qualifications for ultimate or an interest in taking these coaching certifications.

4. Salary/Compensation

This position will be structured as a one-year employment contract. Rate to be negotiated.

Any questions may be submitted to president@vups.bc.ca.

**Please submit your application by Saturday, April 20, 2019
at midnight (PST) to president@vups.bc.ca.**

**All applicants will be contacted concerning the status of their application,
but not all applicants may receive an interview.**

Thank you for your interest and helping us grow ultimate in Victoria!