**Director of Operations for Peterborough Ultimate League**

**Hours of Work:** Part Time – 20 Hours/Week = 80/month (Weekly scheduled hours could vary depending on event schedules)

**Location:** Mostly Remote/Work from home (80%). Local event participation (15%) and occasional domestic travel (5%) expected.

**Wage Range:** Salaried Position. ~$23/hr-$28/hr (varies based on education and experience)

**Job Summary:**

We are seeking a highly motivated and independent Director of Operations to oversee the day-to-day operations of the Peterborough Ultimate League. The Director of Operations will be passionate about growing ultimate in the Peterborough and Peterborough County area.

They will be responsible for managing all day-to-day operations of the league. This includes but is not limited to; recruiting volunteers, advertising, actively posting on social media outlets, communicating with volunteers, community partners, board members and PUL members to run adult and junior programs year-round to ensure the smooth running of the league throughout the seasons. A successful candidate will be business-savvy, a relationship-builder with a strong entrepreneurial spirit, will be a motivated self-starter who embodies the inclusive and unique culture of our sport organization and inspire others to do the same. They will have a strong background in sports management, operations, and leadership, and possess excellent organizational, communication, and interpersonal skills.

**Description of Services:**

**Business Development & Operations**

* In conjunction with league coordinators, develop and implement league schedules, ensuring that games are scheduled fairly and efficiently. This includes organization of any field keys that are required.
* Under the strategic guidance of the Board of Directors, manages the day-to-day operations to grow the organization.
* Liaises with members, potential members, program participants, athletes; (Member relations)
* Liaises with the city of Peterborough and surrounding area municipalities to secure fields year-round
* Liaises with Ultimate Canada and Ontario Ultimate and other stakeholders, e.g. other sports associations, as needed;
* Manages insurance needs for members on an annual basis;
* Conduct regular evaluations and assessments of league operations, identifying areas for improvement and making recommendations for implementing changes as necessary.
* Organizes Captain’s meetings and the Annual General Meeting (AGM);
* Identifies and secures new members, develops partnerships, programs and other growth opportunities under the strategic guidance of the Board;
* Drives a variety of projects forward as requested by the Board of Directors (e.g. Diversity Initiatives, Health and Safety Initiatives, juniors/youth development, member development, coaching).
* Volunteer management

**Communications & Marketing**

* Manages the communications and marketing needs of the organization:
* Acts as a primary point of contact for the organization.
* Appropriately utilizes website, email marketing, social media channels to grow the organization (e.g. updates website, prepares regular e-newsletters and email communications, posts regularly to social media, engages with stakeholders on platforms);
* Creates strategic communications/marketing materials that are error-free and on-brand;
* Liaise with external vendors for communications/marketing and promotional materials (e.g. discs, apparel, visibility materials, event printing).

**Event Planning**

* Manages the planning and execution of a variety of events, including but not limited to:
* Member training clinics (~4/yr), elementary school clinics, and ‘try ultimate’ events in the community.
* Manages all logistics including venues, equipment/materials, volunteers;
* Liaises and communicates with stakeholders as needed for a successful event ( Board of Directors,
* volunteers, learning facilitators, participants/players, observers, vendors, etc);
* Ensures effective marketing of events and prompt availability of accurate event information;
* Prepare post-event reports including recommendations for future events;
* Is responsible for on-site event presence, including setup and take down. This could be done personally or achieved via appropriate delegation.

**Required qualifications:**

* A passion for recreational and team sports, competitive development, and knowledge of/willingness to learn and understand the ultimate community, its culture, and rules of the sport.
* 1-3 years sport management experience, or related transferable experience (e.g. program management).
* Strong analytical and problem-solving skills.
* Demonstrated team-building, facilitation and leadership skills.
* Excellent project management and organizational skills.
* Strong verbal and written communication and interpersonal skills.
* Possesses an entrepreneurial spirit and continuously innovates to achieve great results and make supported recommendations to the Board.
* Independent, reliable, self-starter.
* Ability to provide services on occasional evenings and weekends.
* Proficiency in GSuite, MailChimp, social media channels (Facebook, Instagram), website
  + content management systems.

**Desired qualifications:**

* Finance and budgeting experience and have an understanding of corporate/not-for-profit bookkeeping.
* Experience working/volunteering with sports organizations (preference will be given to those with experience in Ultimate Frisbee).
* Evidence of understanding of the barriers to access sport by equity-seeking groups.

**HOW TO APPLY**

Candidates interested in applying for this position should send their resume and cover letter to

president@pultimate.ca by February 15, 2024.

The Director of Operations for our Ultimate Frisbee League will play a critical role in ensuring the success of our league, both on and off the field. If you are a highly motivated, experienced, and passionate sports operations professional with a strong interest in Ultimate Frisbee, we encourage you to apply for this exciting opportunity.