

OTTAWA-CARLETON ULTIMATE ASSOCIATION (OCUA) VOLUNTEER JOB DESCRIPTION

Position: Volunteer Youth / Junior League Convenor

Reports to: Event Coordinator & Community Liaison

Employment Dates: Summer Leagues (May 2018 – August 2018)

The following is meant to provide a general description of the position of Youth / Junior League Convenor with the Ottawa-Carleton Ultimate Association (OCUA) as well as outlining some of the responsibilities of the position. This is meant only to be an aid and may not include all of the required tasks and responsibilities of the Youth / Junior Convenor. As such, it should not be seen as a comprehensive list, but rather as a guide to help outline some of the responsibilities.

VOLUNTEER ROLE - GENERAL OVERALL RESPONSIBILITY:

Youth and Junior Convenors help OCUA manage the next generation of Ultimate players. In a volunteer capacity, convenors are responsible for the age group assigned. The convenor will work closely as a liaison between the coaches, parents and OCUA Staff in addition to assisting with scheduled activities and events by OCUA.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide a liaison between coaches, parents and OCUA for the distribution of information, upcoming events, schedule change, etc. through email communication
- Provide a liaison between coaches, parents and OCUA when necessary regarding, but not limited to, questions, concerns, field conditions, etc.
- Ensure coaches' attendance by following up with assigned coaches & finding replacements if needed
- Help coach or recruit coaches if additional support is necessary
- Manage coaches and incorporate practice plan from OCUA
- Attend all league games, help out in other Youth / Junior leagues if needed
- Bring coaching supplies provided by OCUA
- Monitor and ensure Spirit of the Game in league
- Monitor health & safety of participants
- Attend convenor meetings and training sessions as set by OCUA
- Assist with and take part in scheduled activities and events by OCUA (Youth & Junior Kick Off Party, Youth & Junior Festival and YUCC → see calendar for dates)

Conditions: Valid Police Record Check – Level 3 (Vulnerable Sector Check) that is current within 2 years.

Compensation: 50\$/week

If you are interested in becoming a Youth / Junior Convenor, or would like more information, please contact Vanessa Mann, Events Coordinator & Community Liaison, at hiring@ocua.ca.