

# Toronto Ultimate Club Job Posting

**Position:** Contract: Administration & Events Coordinator (AEC)  
**Company:** Toronto Ultimate Club  
**Location:** Toronto, Ontario, Canada



<b>Position Title:</b>	<b>Administration &amp; Events Coordinator</b>
<b>Contract Term:</b>	<b>September 8, 2011 – September 14, 2012</b>
<b>Application Deadline:</b>	<b>August 26, 2011</b>

## Company Profile

The Toronto Ultimate Club (TUC) is a dynamic not-for-profit organization dedicated to serving the needs of Ultimate players in Toronto. We organize leagues for the spring, summer, fall & winter seasons, run skills and strategy clinics, run and sponsor tournaments, and provide support to local touring teams. TUC is one of the largest Ultimate Frisbee organizations in the world with over 3500 members.

## The Opportunity

This is your chance to work with an innovative and evolving organization that is community focused and member driven. The sport of Ultimate Frisbee is growing in leaps and bounds worldwide and the TUC is a flagship Club in Canada. When you join our team you get the opportunity to take leadership roles, learn and try new tasks, and release your creative ability! Our office is located in west Toronto and is well served by public transit, with accessibility to the entire city and its many 'Ultimate' amenities.

## Contract Responsibilities

Primary deliverables are to organize and execute professionally run events for the Club, as well as provide administrative support to the Club as directed by the General Manager (GM). You will report to the GM who is the executive leader, as well as support the Membership Development & Communications Manager (MDCM) as directed by the GM. The MDCM will assist in the supervision of your role. Primary responsibilities include:

### Events

- Maintain fields database and online TUC field lists
- Organize and execute TUC event series including, but not limited to, the following tournaments: Volunteer Appreciation, Catch the Spirit, Spirit Hat, Summer Experience, Midseason, Hat Tournaments, TUC Summer League Playoffs, All-Star/Feature Games:
  - o Provide advance communications to captains for format, rules, details
  - o Ensure adequate amenities including water/food, athletic therapy, etc.
  - o Arrange for event equipment to be delivered on site as required and return equipment promptly and damage free
  - o Prepare electronic contact list(s) for events
  - o Recruit and coordinate volunteers
  - o Ensure efficient event operation and resolve issues where required
- Develop an Event Operations Manual annually
- Keep calendar of events. Book facilities for meetings/events as directed by GM and MDCM
- Support local high school tournaments including YDRSB and TDSB School Championships

### Administration

- Organize and run registration for members and teams, both in-person and online as appropriate.
- Respond to membership inquiries and service requests
- Act as administrative assistant to the GM and assist the MDCM as directed by the GM (responsible to GM)
- Coordinate office administration (supplies, administration)
- Provide customer service for all incoming phone calls and office visitors
- Coordinate volunteer database and acquisition for TUC events and programs; lead and develop the Volunteer Committee
  - o Define a strategy for volunteers including recruitment, incentives, and recognition

- Recruit, train (if necessary), track and supervise volunteers, including Volunteer Committees
- Give volunteers manageable, well-defined tasks
- Coordinate on-site convenor (find volunteer or fulfill role) for indoor pickup leagues, as well as online (BBS) registration, fee collection, communications, and on-site facility ordinance
- Create membership binder and enforce membership validity
- Support non-TUC tournaments through equipment loans and TUC promotional materials: complete equipment loan agreements and track TUC materials
- Collect and maintain copies of TUC By-Laws, meeting minutes, contacts, membership information/database
- Attend TUC Board Meetings as required by the GM and TUC Board of Directors
- All other duties as assigned by the TUC GM

**Minimum Experience Requirements:**

- Previous experience working/participating in athletic events is essential
- Minimum of 2 years college/university degree (preference to those in Sport & Event Management field)
- Proficiency with basic PC software
- Valid Ontario driver’s license and willingness to drive a cargo van
- Speaking, reading, and writing fluency in English
- Strong leadership skills, ability to multi-task and execute events in a professional manner
- Excellent interpersonal and communication skills, both verbal and written

The Administration & Events Coordinator will report to the General Manager and will be responsible for submitting tournament reports. The AEC will also be managed by the MDCM where required by the TUC GM. CONTRACT: The AEC would be compensated with an annual base compensation of \$17,000 and potential bonus incentives of up to \$2,000. AEC working hours will be as follows:

**Hours of Work**

October – February: approx. 20 equivalent part time (EPT) hours per week plus tournaments and events  
 March – September: approx. 32 equivalent full time (EFT) hours per week plus tournaments and events

The majority of tournaments and events take place in the months from May to September. The AEC is required to be present during all tournaments and special events that are under his/her management, and/or as instructed by the GM.

**How to Apply**

If you are interested in applying for this position, please send your resume and cover letter to: [gm@tuc.org](mailto:gm@tuc.org) and kindly include the job title in the subject line. We will keep applications on file and we thank all applicants for their interest; only those selected for interviews will be contacted. We are an equal opportunity employer.

The TUC is a not-for-profit organization that provides a quality Ultimate experience, dedicated to the integrity of the sport and the Spirit of the Game, in the greater Toronto community.

For more information on our Club visit [www.tuc.org](http://www.tuc.org)

