

# League Coordinator Position Description

## Monday Indoor League

The Peterborough Ultimate League (PUL) is looking for a candidate to take on the winter Monday Indoor League Coordinator position. The league coordinator is responsible for overall direction, management and coordination of the winter Monday Indoor League's two seasons. The winter leagues begin in early November and run until late April. During the season, the League Coordinator should be accessible via email throughout the week and accessible via text or phone on Mondays.

League coordinators should possess

- Excellent organizational skills;
- Strong communication skills;
- Good analytical skills; and
- Impeccable people management and conflict resolution skills.

League coordinator responsibilities include

### *Planning and Logistics*

- Informing captains and players of all matters pertaining to the league, including information about game times, league policies, and other season logistics;
- Ensuring access to, and lockup of, the Spilex Sports Complex (not required to open/lock up every game)
- Ensuring a sufficient number of players to populate 4 teams per season, which may require recruiting players to fill out the league;
- Addressing inquiries from new and existing players about joining the Monday Indoor league and connecting interested players with teams/captains looking for players;
- Addressing captains' concerns throughout the season, including issues related to Spirit of the Game, field conditions, league organization and team management;
- Receiving, reviewing and taking appropriate and timely action with respect to Incident Reports;
- Balancing the needs and concerns of the league, teams, captains, and players;
- Performing other duties as assigned or required;

### *Communication*

- Maintaining communication with the League President and other key members of the PUL administration, including implementing Board direction;
- Attending the Annual General Meeting and Captains' Meeting;
- Coordinating meetings with captains, as required;
- Sitting on Membership Committee, which typically involves four meetings per year, plus weighing in on the occasional membership concern; and

### *Technical*

- Using Zuluru to rank teams, maintain schedule, monitor scores, allocate field space and track the season.

PUL's expectation for the successful candidate is a multi-year commitment to ensure consistency and stability of the league. To apply for this position, please submit a letter of intent to Membership Committee Board Representative, Shivaan Burke, at [fields@pultimate.ca](mailto:fields@pultimate.ca) by *August 15th, 2019*. The selection committee will contact candidates where any additional information or an interview are required.