



## CUC 2019 Volunteer Manager

The Edmonton Ultimate Players Association is submitting a bid to host the 2019 Canadian Ultimate Championships (CUCs). If the bid is successful, the event will be held in Edmonton, Alberta, from August 11 to 18, 2019. Divisions of competition will include Juniors, Women, Open, Women's Masters and Open Masters.

A successful bid is dependent on recruiting individuals to key positions on the Tournament Organizing Committee. To that end, the CUC Bid Committee is seeking applicants for the role of Volunteer Manager.

**This is an exciting opportunity to build skills and experience in the areas of human resources and volunteer management.**

The Volunteer Manager will be part of a team of Managers, all of whom will be expected to support each other through the planning and execution of CUC. As part of a unified team, volunteers can expect a positive and collaborative work environment where the time, ideas, and opinions of all contributors are respected.

The Volunteer Manager will be expected to contribute to the organization of EUPA's 2019 CUC bid proposal. The Volunteer Manager will be expected to fulfill the following duties and responsibilities if EUPA is selected to host CUCs 2019.

### Job Duties and Responsibilities

- Work with other organizers of the tournament to determine volunteer needs and assign volunteers to roles
- Create a timeline and recruitment strategy for required volunteers and assign volunteers as appropriate; develop a contingency plan for low volunteer recruitment/turnout
- Develop a basic information package for volunteers
- Create master schedule for all volunteers
- Develop a plan for daily volunteer check-in and coordination during the tournament
- Conduct and/or arrange for volunteer orientation and training
- Organize and participate in volunteer recognition programs and events
- Develop feedback mechanism for volunteers

### Time Commitment

Approximately

- 2-4 hours in the month of May 2018 to contribute to the bid proposal
- 3-5 hours per month during the tournament planning stages (Sept. 2018-July 2019)
- Additional 3-5 hours per week May to July, 2019
- 20 hours in the two weeks preceding tournament (August 2019)
- Committed to being on site for the duration of the event (Aug. 11-18, 2019)
- 10 hours in two weeks following the tournament (August 2019)

### Qualifications

- Strong written and verbal communication skills in English (French is an asset)
- Demonstrated reliability and organizational ability
- Proficient in basic computer applications
- Record keeping skills
- A valid driver's license and access to a vehicle
- Has worked with and/or led a group of volunteers
- Familiarity with the sport of Ultimate in Edmonton is an asset



- Has worked and/or volunteered at an outdoor sporting event or festival
- Has experience in training and/or educating volunteers

**Supervision**

The Volunteer Director will report to the CUC General Manager and EUPA Board of Directors.

**Compensation**

This is a volunteer position that will be recognized with an honorarium of \$1000.

**Application deadline is April 20, 2018.**

Please submit your cover letter and resume to CUC Bid Committee at [cuc@eupa.ca](mailto:cuc@eupa.ca)