



## Edmonton Ultimate Players Association

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# Youth Program Director (YPD)

Edmonton Ultimate Players Association (EUPA) is a not-for-profit organization offering a wide variety of Ultimate Frisbee playing opportunities for our membership made up of over 1000 new and experienced players in the Edmonton, AB area. Our mission is to advance the sport of Ultimate in the Edmonton area and foster a culture based on sportsmanship, integrity, and community that embodies Spirit of the Game. EUPA is run by an elected volunteer Board of Directors (eupa.ca).

The EUPA Youth Program Director (YPD) is a part-time contract position reporting to the EUPA Executive Director and Board of Directors. The YPD will implement the objectives and mandates set forth by the EUPA Board of Directors and Youth Committee and will work to build and enhance the presence of youth ultimate within Edmonton and surrounding area.

### Key Responsibilities:

- In coordination with the EUPA Youth committee, develop a long-term EUPA youth ultimate plan and program. This will include strategic planning for things such as clinics, lesson plans, community outreach/events, recruiting, school involvement, and tournaments.
- Manage and coordinate volunteers, field bookings, and time allocations.
- Manage EUPA youth marketing and communications (e.g. website, newsletters, social media, events, etc.), collaborating with EUPA staff as appropriate; act as a spokesperson for Edmonton youth ultimate when required.
- Ensure all EUPA youth ultimate operational, budgetary, administration, and contact documents are kept up to date and archived (working with EUPA staff as appropriate).
- Build relationships with schools and other youth non-profits/sports organizations (both in Edmonton and outside the city) to learn from their processes and open doors for new partnerships.
- Prepare regular reports for Board of Directors meetings.

### The Ideal candidate demonstrates

- Strong verbal and written communication in English.
- Ability to influence and inspire large groups or communities towards common goals

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- Results-oriented self-starter with an ability to multi-task and assess priorities.
  - Enthusiastic personality with a passion for interpersonal communication and engagement.
  - A flexible work style, with the ability to alter hours or focus to use time efficiently and effectively.

### **Qualifications**

- Knowledge of Ultimate and a passion for the growth of the sport is a strong asset.
- Ability to work independently and strong organizational skills
- Proficiency with office software (including Google office applications), web technologies and social media.
- NCCP Coaching Certification in Ultimate would be considered an asset

### **Additional Requirements**

- Some evening and weekend work will be required.
- Access to a personal computer with reliable internet connection.
- Access to a reliable means of transportation.
- All applicants must have their Class 5 license and be legally allowed to work in Alberta, Canada.

This is a 0.5 FTE position with flexible work hours. Specific structure to be based on the availability of the successful candidate.

To apply, please submit a resume and cover letter to **employment@eupa.ca**.

The competition will close when a suitable candidate is found but shortlisting will begin immediately. Please include a cover letter with your resume, as well as available start date. Only those selected for an interview will be contacted. Thank you to all applicants in advance.