

VANCOUVER UNITED FC

Game. Club. Community.

Operation Coordinator – Part time employee position

Position Summary:

The position is responsible for ensuring that the on field aspect of operations run smoothly and effectively. It is also responsible for ensuring all aspects related to uniforms and equipment are managed in a timely manner including assisting with the ordering of uniforms and equipment, ensuring all field permits and fields are maintained and prepared for games, maintaining equipment boxes and all club storage facilities, assisting in various club, functions, general administrative and registration duties as required.

Staff and Volunteer Relationships:

The position reports to the Director of Operations (DO) for some tasks and the Technical Director (TD) for others. The position works collaboratively with the Administrative and Technical staff. As well, the position works closely with volunteers in the development and delivery of specific activities and responsibilities.

Specific Responsibilities:

- Manage the club's uniforms for all programming, ensuring the following is actioned:
 - All inventory is kept up to date
 - Safe storage of all uniform inventory that ensures they are kept secure and dry
 - All distribution of kit throughout the season as new players join programs is distributed in a timely fashion.
 - Working with the DO and Administration staff to ensure kits are bagged and distributed at the start of programming.
 - Ensure all BC SPL uniforms are packaged and provided to the BC SPL Lead / TD, ensuring distribution of uniforms is logged and the inventory updated.
 - Be on site for the first day of programming to manage any uniforms issues and additional distribution that may arise.
 - Assist in the ordering of annual uniforms for teams , ensuring all correct sizing is gathered from the Clubs database and chase any outstanding orders or highlight concerns.
 - Provide any other assistance as and when required by the DO and/or TD.

- Ensure that equipment locations are managed, locked and in good order at all time, removing wastage where required and disposing of it at landfill.
 - Be on site at storage locations for any deliveries as and when required by suppliers.
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- Ensure fields are equipped and set-up for games and practices, including but not limited to:
 - Working with the TD and Program Leads to ensure all programming has the appropriate equipment and that it is in a satisfactory state.
 - Ensure that inventory of all equipment is kept up to date and highlight any requirements to the DO for ordering.
 - Pick up any equipment orders that are placed should a delivery not be possible.
 - Ensure all volunteer coaches have the equipment that they need at the start of the season and provide any replacements throughout the program
 - Responsible for managing equipment return and ensuring all volunteer coaches return Club equipment.
 - Ensure fields are lined for programs throughout the season.
 - Ensure all field boxes are regularly secured and have the necessary equipment for games and any changes to codes are distributed to those who need them.
 - Work with Spring and Summer Camp staff to ensure equipment is maintained at locations on a weekly basis through the spring and summer.
 - Highlight any field safety issues or concerns.
 - In inclement conditions, where required, attend field sites to advise if safe for play.
 - On occasion set up goals on fields for weekend play (U11/U12/U13).
 - Provide a weekly up date to volunteer coaches as to who is responsible for any on field game set up and take down.
 - Ensure the nets on all fields are at a good standard and manually repair as required.
 - Ensure tents are maintained and stored in the appropriate locations and distribute throughout the season where required.
 - Be on site at storage locations for any deliveries as and when required by suppliers.
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- Provide support for Club events , where required:

- Annual Clash of the Coaches event - set up and take down
 - Grad / Awards night event - set up and clean up, pick up awards and drop off for engraving
 - Support for any Club jamborees as requested by the Management team
 - Support for annual giving events (Food bank, cleat drive etc)
 - Assist with any set up requirements for the Annual General Meeting.
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- Other required tasks :
 - Create and/or update documents to support consistent procedures and policies.
 - Responsible for the maintenance of the Club van, ensuring the Executive Director is aware of any repairs and requirements
 - Ensure the van has sufficient gas at all times for required staff to use, ensuring receipts are kept and provided to the Club for financial management.

Remuneration:

\$36,000 - \$40,000. This position could be combined with a staff coach position for the right candidate depending on certifications and experience.

Interested candidates can send their CV and a brief cover letter to VUFC Executive Director Gregor Young at gregor@vancouverunitedfc.com.

Thanks in advance to all who apply. We will only be contacting those who we would like to schedule an interview with.