



Job Opportunity

Summer Clinics Coordinators

Ultimate Newfoundland and Labrador (UNL) is the provincial sports organization for ultimate frisbee in Newfoundland and Labrador. The work of UNL is led by a volunteer Board of Directors whose objective is to manage and grow the sport of ultimate in our province. Learn more about us at ultimatenl.ca.

We are seeking to hire two Summer Clinics Coordinators to help facilitate the growth of ultimate across the province.

Our sport continues to grow quickly. This results in demand for clinics from interested communities, schools, and individuals that exceed what we, the Board, are able to manage as volunteers.

The Summer Clinics Coordinators will help Ultimate NL showcase and teach ultimate to a greater number of people than ever before!

Responsibilities:

The Summer Clinics Coordinators will be responsible for co-ordinating all youth clinics, along with assisting with running youth leagues, during the summer season on behalf of Ultimate NL.

The responsibilities include, but are not limited to:

- Receiving and scheduling clinics requests from community groups;
- Assisting with running youth leagues for ages 8-11 and 12-15;
- Promoting Ultimate NL's youth clinic service and expanding reach to different community groups;
- Developing clinic plans based on the Ultimate NL LTAD guide to fit each request;
- Teaching clinics to youth groups of all ages;
- Requesting and co-ordinating extra volunteer effort if needed;
- Organizing and maintaining Ultimate NL equipment;
- Documenting client feedback;
- Managing all forms, paperwork and other information related to clinics; and
- Submitting weekly reports to Ultimate NL.

Compensation:

The Summer Clinics Coordinators will be paid an hourly rate of \$14.50, and will be required to complete 30 hrs per week for 9 weeks throughout June, July and August. The working hours will primarily be between the hours of 8 a.m. - 5 p.m.; however, the schedule is flexible to allow for scheduling clinics around work commitments. Some evening and weekend work will also be necessary.

The employee is expected to travel to clinic locations in their own vehicle. Travel outside of the regular working area will be compensated in accordance with the Government of Newfoundland and Labrador's Travel Reimbursement and Meal Plan Policies.

In addition to regular compensation, this position offers the benefit of flexible hours, the joy of working outside and with children, the ability to seek out new opportunities to work and earn more and the opportunity to travel. Plus, you get to play ultimate every day!

Qualifications and requirements:

The preferred candidate must possess the following qualities and qualifications:

- An understanding of the sport of ultimate;
- NCCP training would be an asset;
- A valid driver's license and access to a reliable vehicle;
- Experience and ability in completing basic paperwork and managing hard copy and digital information;
- Experience in teaching or organizing children's groups of all ages;
- The ability to work independently and be proactive in searching for opportunities;
- The ability to manage groups of volunteers and delegate work accordingly;
- Be a current post-secondary student.

All candidates will be required to submit to a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) by the RNC in order to apply.

How to Apply:

Please apply by visiting <https://www.ultimatenl.ca/>. Only candidates selected for an interview will be contacted.

The deadline to apply is Monday, May 15, 2023.

Employment for the Summer Clinics Coordinator positions is contingent upon receiving funding.