

Waterloo Region Minor Football - Director of Operations - Spring Predators - Job Description

The Waterloo Region Minor Football (WRMF) Director of Football Operations, Spring Predators is key administrator responsible for promotion and administration of the rep level spring program. The Spring Preds Director will experience an increase in the volume of volunteering leading up to and include the regular season program - typically late December to Mid-August. The Spring Preds Director is therefore able to appoint non-voting volunteers to assist with tasks deemed eligible to delegate.

The Fields and Spring Game Day Coordinator reports to the Spring Predators Director for the spring program and has oversight on all bookings, communications with officials and Certified Athletic Therapists and home game score keepers.

This position has voting privileges and is considered a high risk rated level according to the Volunteer Screening working guidelines.

Roles and Responsibilities

Promotion

- Coordinate with Communications for print ads, social media and website adverts.
- Schedule and promote Annual Spring Preds Info night

League and Alliance Representation

- Attend all League meetings and Annual General Meeting and report back to the Board

Administration

- Maintain levels of communication with all coaches, managers, parents/agents and volunteers
- Work with Fields Coordinator for bookings and enforcement of fields policy; officials, Certified Athletics Therapists, busing for away game and change rooms for game day.
- Declare Spring Predators teams each year with league and work with other clubs for game schedule days, times and location.
- Assist with coordination of equipment fittings and end of season returns

Coaching

- Coordinate with Coaching Director, calls for coaching applications and appointment of the hiring committee
- Maintains and enforces compliance for all coaches and works with Managers and the Volunteer Director to ensure all vulnerable sector checks have been completed; conflict of interest declarations and all certified training required. Normally the training will be organized by the Director of Coaches.

Fiscal

- Draft spring program budget each year in consultation with the WRMF Treasurer
- Assist with pay to play protocols for the Registrar and team managers for player outstanding balances
- Follow best practices for cash handling for gate fees, 50-50 and any potential fundraising.

Game Day

- Work with Fields and Spring Game Day Coordinator as the first point of contact for visiting teams
- Communicate volunteers needs (set up, take down, gate, 50-50, sticks, etc) with Volunteer Director and team managers for all home games.
- Liaison with all visiting team coaches and managers and host field.

Experience & Knowledge Requirements

- Extensive administrative experience with the ability to multi-task and juggle multiple groups and deadlines.
- Working knowledge of rules and regulations as they pertain to tackle and flag football in Canada and Ontario.
- Pro-active and extensive communication skills.
- Ability to delegate responsibilities

Other Requirements

- Perform other duties and responsibilities as may from time to time be required by the Board of Directors and vacancies.
- Willingness to travel to other cities within Southwestern Ontario to attend League and Alliance meetings and AGMs.
- Participate in a rotation of Board representation at home field games.