



Position Profile

Position Title General Manager	Date Prepared November 2022
Reports To League President	Paid/Volunteer Paid

Company Profile

The Hamilton Ultimate Club (HUC) has roots that date back almost thirty years; a young youth pastor was looking for something that would excite his group of active teenagers, and a few years later in 1994, the Hamilton Ultimate Club was created.

Today HUC operates leagues year-round; We run 3 different league nights in the summer, one outdoor league in the fall, and throughout the fall and winter indoor seasons we operate a 4v4 league and a 6v6 league. HUC is also host to the Unknown Legends summer tournament, a youth league, and are also proud supporters of the annual 4CF Charity indoor tournament. HUC is focused on providing a high-quality league experience for ultimate players in the Hamilton region that is fun, welcoming, and encourages its members to grow and develop in this amazing community.

Position Summary

The General Manager is responsible for providing leadership and direction under advisement from the Board of Directors for all league operations. This individual oversees the development of programs and supports the directors and convenors for all on-going programs and activities.

Duties/Responsibilities/Accountabilities

Description:

Management of Committees: act as committee liaison, ensure each committee is accountable for their respective goals/deadlines, collect and provide reports to HUC Board of Directors. Attend the Ultimate Canada Conference to keep HUC and its committees relevant and up-to-date.

League Director: ensure the convenors are fulfilling their duties and supporting them when issues arise. Work closely with the Spirit Director to keep all leagues safe and welcoming throughout each season.



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Field/Facility Rentals: contact the city and private vendors, set up meetings and communicate with vendors for updates, available to call rental after-hours if any issues arise (e.g. gates not open at a rented field).

Communication: answer general email inquiries (registration and website-related) and create and send newsletters to the membership.

Registration: input field timeslots and set up league registration through Zuluru, work with the indoor conveners to find replacement players in the event of dropouts, issue refunds through PayPal and ensure EMTs are processed by the designated volunteers, and work with the Communications Director to advertise league registration details.

Website Management: update info on leagues, advertise league registration dates, and manage the 'Looking for a Team" Google Sheet.

AGM & Captains' Meeting: work with the secretary to rent space, advertise, organize logistics, and work with the Board of Directors to set the agenda.

Bookkeeping: process invoices when individuals require this service.

Quantitative Data

Number of Volunteers Supervised Directly: 10-15 Indirectly: 0 Total: 10-15
Annual Operating Expense Budget: Determined by the Board of Directors each year

How to Apply

Please send your resume to both
Linda@hamiltonultimate.com and Molly@hamiltonultimate.com
Applications will no longer be considered after November 20, 2022