

Job Description

Events Coordinator, Hamilton Ultimate Club

Job Title: Events Coordinator

Organization Type: Not-for-Profit

Reports to: President

Time Commitment: Part-time / Volunteer

Location: Hybrid, Hamilton ON

Position Summary:

The Events Coordinator is responsible for planning, organizing, and executing events that build community, celebrate achievements, and promote engagement across the Ultimate Frisbee organization. From end-of-season parties to volunteer appreciation and league prizing, this role ensures events are well-run, inclusive, and aligned with the organization's values. The Events Coordinator works closely with the Board of Directors (BOD), Treasurer, and Communications team to ensure each event is well-supported, within budget, and effectively promoted.

Key Responsibilities:

Event Planning & Execution

- Plan and run annual events, including:
 - End-of-year parties (e.g., booking space, food, prizes, swag, registration)
 - Volunteer appreciation events
 - Other seasonal or special community events
- Coordinate the purchase and/or distribution of league prizes, door prizes, and other giveaways.
- Ensure that events are inclusive, fun, and reflect the spirit of the Ultimate community.

Budgeting & Approval

- Request and track an annual events budget in coordination with the Treasurer.
- Present event ideas and budget proposals to the Board of Directors for approval.
- Manage event expenses and ensure spending aligns with approved budgets.

Collaboration & Communication

- Work with the Communications team to promote events within the league and broader community.
- Provide event details and promotional timelines to ensure maximum participation and engagement.

- Collaborate with other coordinators as needed to support or align with broader organizational initiatives.

Qualifications:

- Experience planning events or managing logistics in a volunteer or community setting.
- Strong organization and communication skills.
- Budgeting experience or comfort with expense tracking.
- Ability to work independently and with a team to meet deadlines.
- Familiarity with Ultimate Frisbee culture and community values is a plus.

Additional Information:

- This is a volunteer role with variable hours depending on the event calendar.
- Some evening or weekend availability may be required for events.
- Tools used may include Google Workspace, email, Discord, and event registration platforms.

Interested applicants can send their resume and letter of interest to:

Luisa Cicconi president@hamiltonultimate.com