

USA Ultimate

Division III Women's College Coordinator

Job Description

General Role:

The volunteer Division III Women's College Coordinator is responsible for overseeing the Division III Women's College Division of USA Ultimate's, and is responsible for competition issues related Division III Women's college teams, under the guidance of the Manager of Competition and Athlete Programs - College.

Specific Role:

The Division III Women's College Coordinator oversees and helps organize the Division III elements of the USA Ultimate Regular Season and USA Ultimate College Series. The Division III Women's College Coordinator is responsible for communicating USA Ultimate policies and procedures with the Conference and Regional coordinators, and facilitating communication of Division III issues in the College Division with USA Ultimate.

One key role is to work closely with both the USA Ultimate staff, the College Working Group, and the Division III College Championships Tournament Director to ensure that there is a high standard of quality for the event. The Division III Women's College Coordinator helps formulate procedures within the College Division and sees to their development and implementation.

Responsibilities:

- Work closely with competition issues related to the Division III College Division.
- Assist the Manager of Competition in the development of relevant administrative procedures for the College Series.
- Attend and help organize the Division III College Championships.
- Manage Division III Women's College Series activities within each region, primarily through working with Regional Directors and Conference Coordinators.
- Know and disseminate USA Ultimate information about the regular season and the college series to coordinators and to members and Division III eligible women's teams.

Appointment:

The Division III College Coordinator is appointed by the Manager of Competition and Athlete Programs - College. Term is for a period of two years, subject to review and evaluation, and may be terminated or renewed by the Manager of Competition and Athlete Programs - College, with the approval of the Managing Director, Competition and Athlete Programs.

Requirements:

- USA Ultimate member in good standing

- Adhere to principles of the Mission of USA Ultimate: .
- Uphold USA Ultimate policies, procedures, and guidelines
- Knowledge of the rules of Ultimate
- Knowledge of the USA Ultimate administrative structure
- Good communication and organizational skills
- Regular use of email (at least five days per week from Jan.-May, plus three days per week in off-season)
- Delegate well
- Enthusiasm for Ultimate in general and for College Ultimate specifically
- Participation in the D-III Women's division or with a small school women's team (if you played before the D-III division was created) strongly preferred.
- Attend annual competition working group meeting held in Colorado in early December each year.

Benefits:

- \$1,500 Annual stipend
- Free one-year USA Ultimate membership for each year the position is held
- Opportunity to contribute positively to the development of Ultimate and the quality of the USA Ultimate
- Opportunity to work with other passionate and dedicated Ultimate players and organizers
- Opportunity to develop personal and professional skills
- Good will that goes with helping to facilitate a great opportunity for people to play Ultimate
- Networking and getting to know other Ultimate players throughout the country

Application Procedure

Send a letter addressing the following four items to the Manager of Competition and Athlete Programs - College, tom.manewitz@hq.usultimate.org by January 31, 2018.

1. Objective: Explain why you are interested in this position.
2. Qualifications: Describe why you are qualified for the position. A copy of your resume may be attached.
3. Ultimate experience: Briefly describe your involvement in Ultimate. As a player? As an organizer?
4. Other considerations: Provide any other information that you feel should be considered.

Your application should be no longer than two typed, single-spaced pages, before attachments.