



OTTAWA TITANS WATER POLO ASSOCIATION

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July 31st, 2017

Ottawa Titans Club Operations

The Ottawa Titans Water Polo club is looking for an energetic, outgoing person to join our team and support our club operations throughout the 2017-2018 season (from September 1st, 2017 to August 31st, 2018).

The Ottawa Titans Water Polo Association is a not-for-profit organization that has been serving the Ottawa community since 1984, offering recreational and competitive water polo opportunities to players from 5 to 55+ years old. We are one of the largest and most successful water polo clubs in Canada. In the past five years, the Titans have ranked among the top 5 water polo clubs in the country and have produced a number of athletes who proudly represent Canada at the international level. The Ottawa Titans water polo club is growing in leaps and bounds and now requires an individual to work on a part-time basis in support of certain club operational requirements. The expected compensation package for this position is \$10,000.

Successful applicants will have/be:

- Must have water polo experience either as an athlete, a coach, or a team manager, or as an event volunteer.
- Must be able to operate effectively with minimal supervision and guidance.
- Must be able to work some weekends, evenings and during regular working hours as required.
- Must be comfortable working with and providing guidance to adult volunteers.
- Must have access to own transportation & a valid driver's license and good driving record.
- Must have access to a personal computer, be very comfortable with MS-Office products and have some database management experience.
- Effective team player who is self-motivated and outgoing.
- Ability to research, define and document plans for significant events.
- Excellent written and oral communication skills in order to work with the general public and club volunteers.
- Ability to multi-task.
- Excellent organizational and record-keeping skills.
- Ability to pass police records check.

Interested parties should submit their application no later than August 6th, 2017 and include the following with their application:

- Resume sharing your playing, coaching, team manager and/or event volunteer experience(s)
- 2 references

Duties:

1. Main Club Events - You will assist the volunteer organizers for the following main club events:

- Army run (September)
- Christmas Party (December)
- Titans Cup (February)
- Ottawa Race Day (May)
- Titans Awards Banquet (June)
- Titans Heroes Cup (July)

Before each of the above events, you will prepare a portfolio detailing all the tasks that need to be completed to organize the event (planning guidelines), along with contact information, copies of previous years' event reports/budgets/templates, etc. These planning documents will be archived and then shared with the volunteer organizer for each event. Timing for the completion of these documents will have to be carefully planned so that the documents are ready early enough to assist each event volunteer organizer in the planning and organization of their event.

For each of the above events, you will provide guidance, monitor progress and provide direct assistance to the volunteer event organizers as needed. You will be prepared to take an active role in the organization of the above events, should the Board of Directors feel that your direct involvement is required.

At the end of each club event, you will ensure that the volunteer event organizer writes a post-activity report. You will archive this report with the event portfolio, and update the event planning guidelines based on the lessons learned and best practices from the latest event.

2. Club Volunteer Requirements - At the request of the Titans Board, when volunteers cannot be found to fulfil important activities or roles, you will hire one or more individuals to successfully fulfil these activities or roles. Funding for such hired individuals will be as specified and provided by the Titans Board. Whether you decide to perform these activities or roles yourself, or hire someone to perform them, you will remain accountable to the Titans Board for their proper and timely completion.
3. New Club Initiatives - Under the direction of the Titans Board, you will lead and organize specific activities and projects related to the continued growth of the Titans Club. These activities and projects will be explained to you in details during the season. You should be prepared to be responsible for projects which require coordination between numerous entities.
4. Other Duties – You will perform miscellaneous club-related tasks, as directed by the Titans Board, the club Head Coach, and the Recreational Programs Coordinator.