



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION DIRECTOR OF OPERATIONS	Rev.: 2020/08/03

ROLE DESCRIPTION

The role of the Director of Operations is to oversee and direct the operations of the club. The Director of Operations acts as a visionary and helps guide the club in its strategic objectives and long-term growth and provides organization for the club.

SKILLS/QUALITIES RECOMMENDED

- Good communication skills
- Good organizational skills
- The ability to be concise
- Supportive of the Board of Directors
- Leadership skills
- Good time management skills
- Effective decision-making
- Understand and knowledge of the Clubs Constitution and policies

MAIN DUTIES

- Ensure that all facilities necessary for conducting Club tryouts, team practices, and hosting tournaments are secured
- Oversee the Facilities Coordinator, Purchasing Coordinator and Tournament Coordinator
- Review managers applications and make selections in conjunction with the coach and the Board of Directors
- Chair managers meetings throughout the season
- Assist in the development of the budget
- Create practice schedules in conjunction with facilities coordinator and technical director
- Responsible for the day to day operations of the club in conjunction with the Board of Directors
- Perform such duties as may be determined by the Board of Directors

COMMITMENT



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- Attend monthly Executive Board Meetings, the Annual General Meeting and any other meetings as required.

COMPENSATION

- Honorarium to be provided in the amount of \$500.00