



NORTHERN CHILL VOLLEYBALL CLUB

ROLE DESCRIPTION FACILITIES COORDINATOR

Rev.:
2020/08/03

ROLE DESCRIPTION

The Facilities Coordinator is responsible for securing facilities necessary for conducting Club tryouts, team practices, and hosting tournaments.

SKILLS/QUALITIES RECOMMENDED

- Good communication and personal relations skills
- Able to work with others to resolve areas of potential conflict
- Organizational skills
- Basic computer skills
- Proven ability to manage
- Team player with the ability to collaborate
- Experience working effectively in a diverse environment
- Commitment to adhering to all policies, rules and regulations

MAIN DUTIES

- Responsible for securing appropriate practice and playing facilities for our members
- Organize gym facilities and rentals for the Club
- Organize and determine all the gym time that is needed for each Club team for practices and training sessions in conjunction with the Director of Operations
- Submit facility permits on time
- Liaising between the Club and the rental facility with any requests, complaints etc.
- Ensure all rental requirements and contracts are completed and carried out
- Liaise with local Boards of Education and local Community Governments to acquire such facilities
- Be in constant communication with school boards regarding cancellation of permits
- Maintain the club calendar in regards to practice times, tournament hostings and permit cancellations
- Perform others such duties as may be determined by the Board of Directors

COMMITMENT



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION FACILITIES COORDINATOR	Rev.: 2020/08/03

- As needed

COMPENSATION

- Fanwear item to be provided up to the amount of \$100.00