



National Women's Director Job Description

General Role

The volunteer National Women's Director (NWD) is responsible for overseeing the women's division of the USA Ultimate Triple Crown Tour (Club Regular Season and Post Season Championship Series) and is responsible for competition issues related to the women's division, under the guidance of the Manager of Competition and Athlete Programs.

Specific Role

The NWD oversees and helps organize the women's division of the USA Ultimate Triple Crown Tour. This job includes recruiting, overseeing and solving problems related to the Women's Regional Coordinators (RCs) and Sectional Coordinators (SCs). The NWD is responsible for working with the USA Ultimate Managing Director of Competition and Athlete Programs and the Manager of Competition to recruit quality volunteers to fill vacant RC and SC positions, for communicating USA Ultimate policies and procedures to and through these volunteers, and for facilitating communication of issues related to the women's division to and from USA Ultimate headquarters. The NWD also helps formulate procedures within the women's division and sees to their development and implementation.

The NWD deals with administrative and competition matters for the women's division. This includes gathering input from coordinators and players and presenting it to the Manager of Competition and Athlete Programs, Managing Director of Competition and Athlete Programs, Competition Working Group, and/or USA Ultimate Board of Directors when applicable. The NWD will help USA Ultimate headquarters identify issues concerning women's ultimate which need to be addressed both within and outside the Triple Crown Tour. This input will be important for the development of the division.

Appointment

The National Women's Director is appointed by the Manager of Competition and Athlete Programs. The NWD serves a two-year term and can be appointed to consecutive terms.

Responsibilities

- Oversee competition issues related to the women's division of the USA Ultimate Triple Crown Tour.
- Oversee Regional and Sectional Coordinators.
- Assists USA Ultimate in the development of procedures for the women's division.
- Attend the Club Championships in the fall.
- Attend annual winter Competition Committee Meeting.

Requirements



- Knowledge of the USA Ultimate women's division.
- Good communication skills.
- Strong administrative and organizational skills.
- Regular use of email.
- Ability to delegate well.
- Enthusiasm for ultimate and for women's ultimate.

Benefits

- Opportunity to contribute to the development of ultimate and USA Ultimate's quality of work.
- Opportunity to work with other passionate and dedicated ultimate players to truly make a positive difference for the sport and USA Ultimate.
- \$1,500/year stipend.
- Support and guidance from USA Ultimate headquarters.
- Travel reimbursed for required events not participating in as a player.
- Free annual USA Ultimate membership in each year the position is held.

Application Procedure

Send a letter addressing the following four items to Manager of Competition and Athlete Programs Ernest Toney (ernest@hq.usultimate.org) by Sunday, September 30, 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 résumé may be attached.
3. Ultimate Experience: Briefly describe your involvement in ultimate as a player and organizer (if applicable).
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.