

Job Description – Captain Coordinator

One Captain Coordinator will be required for each player level. (i.e., 2.5 3.0, 3.5 and 4.0+).

Duties:

- Conduct captain orientation sessions at their level
- Oversee adjustments to captain availability (*as needed*)
- Respond to concerns/complaints from assigned group of captains (*with support and guidance from the Lead Captain*)
- Receive incident reports from assigned group of captains and forward to Lead Captain
- Manage cancellation of events (*with support from the Lead Captain*)
- Post event cancellations due to unfavourable playing conditions on the SCPA Facebook page promptly, when notified by the respective Captain (*with support from the Lead Captain*)
- Recruit new captains as opportunities arise (*nurture interest of individuals with potential to be a future Captain/Captain Coordinator*)
- Report equipment shortages/issues to the Equipment Director
- The Captain Coordinators will work as a team, be self-reliant, and ensure backup coverage in the event of a Coordinator's absense

Requirements:

- Familiarity with Microsoft Excel an asset (*basic training provided*)
- Good organizational and collaborative skills are valued
- Good communication both written and oral an asset
- Maintain contact information in their mobile phones for Captains they represent
- Must have access to Facebook
- Must have the ability to post to the SCPA Facebook page via their mobile phone

The duty of this position may evolve as need arises