

Ottawa Gaels Gaelic Football Club



Role: Chairperson

Required: 1 year term

Description: The Chairperson has a strategic role to play in representing the vision and purpose of the Club. The Chairperson ensures that the Club functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Responsibilities:

- Provide leadership and management in the Club
- Hold effective Club meetings
- Establish objectives for the Club
- Delegate tasks to Club members
- Uphold the mission, vision and values of the GAA
- Represent the Club at events
- Manage the president@ottawagaels.ca email address

Qualifications:

- Strong Leadership and management skills
- Good communication and interpersonal skills
- Ability to delegate
- Tact and diplomacy
- Good strategist
- Strong networker
- Have sound knowledge of the Club's work
- Creative, dedicated and fun

Time Commitment:

Training: To be provided by the current Club Chairperson and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to president@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Vice Chairperson

Required: 1 year term

Description: The Vice Chairperson will assist the Chairperson in their role, taking over some of the Chairperson's work load when necessary or when asked to. The Vice Chairperson will preside at meetings of the Board when the Chairperson is not present and ensure that the decisions made are in line with the aims and objective of the Club.

Responsibilities:

- Stand in for the chairperson if s/he is away
- Assist the chairperson with matters between meetings
- Deal with specific tasks or issues as defined by the Club
- Represent the Club at events
- Manage the vicepresident@ottawagaels.ca email address

Qualifications:

- Strong Leadership and management skills
- Good communication and interpersonal skills
- Ability to delegate
- Tact and diplomacy
- Good strategist
- Strong networker
- Have sound knowledge of the Club's work
- Creative, dedicated and fun

Time Commitment:

Training: To be provided by the current Club Chairperson and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to president@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Secretary

Required: 1 year term

Description: The Secretary is the chief administrator in the Club. The Secretary provides the coordinating link between members, officers, the Club and outside agencies.

Responsibilities:

- Prepare the agenda for the Club meetings in consultation with the Chairperson.
- Ensure meetings are effectively organised
- Take accurate recordings of meeting minutes
- Prepare communications with Club members and officers
- Deal promptly with correspondence
- Manage the secretary@ottawagaels.ca and info@ottawagaels.ca email addresses

Qualifications:

- Excellent writing skills
- Meticulous attention to detail
- Strong team player with the ability to work independently
- Demonstrated organizational and project management abilities
- Creative, dedicated and fun

Training: To be provided by the current Club Secretary and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Treasurer

Required: 1 year term

Description: The Club Treasurer is responsible for the safe-keeping of the funds of the Club. He/she is responsible for recording all income and expenditure and for reporting on the financial position of the Club to the Club Executive Committee on an on-going basis.

Responsibilities:

- Manage Club funds and Club accounts
- Keep financial records
- Provide regular financial reports to the Club
- Prepare annual financial statements
- Prepare a financial budget for the Club
- Manage the treasurer@ottawagaels.ca email address

Qualifications:

- Have a financial qualification or relevant experience
 - Have experience of financial control and budgeting
 - Have experience in dealing with large sums of money
- Strong team player with the ability to work independently
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun
- Excellent writing skills

Training: To be provided by the current Club Treasurer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Public Relations Officer

Required: 1 year term

Description: The Public Relations Officer is responsible for managing the Club's image and reputation. The PR Officer will use social media and other correspondence to build, maintain and manage communications with members, sponsors and outside agencies.

Responsibilities:

- Develop and manage an operating plan and budget for the public relations/marketing communications portfolio
- Maintain and update information of the Club's website
- Manage information and engage with users on social media
- Research and establish sponsorship opportunities
- Prepare and supervise the production of brochures, handouts, leaflets, promotional videos and photographs
- Manage the publicrelations@ottawagaels.ca email address

Qualifications:

- Excellent communications, interpersonal and writing skills
- Meticulous attention to detail
- Awareness of different media agendas
- Good IT skills
- Strong team player with the ability to work independently
- Demonstrated organizational and project management abilities
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Public Relations Officer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Youth Development Officer

Required: 1 year term

Description: The Youth Development Officer will aim to establish a child and youth centered culture within the Club and will be viewed by many as the link between the children/young people or their parents and the Club. The Youth Development Officer will also promote the games in the local schools.

Responsibilities:

- Develop and manage an annual plan for the portfolio
- Ensure that all players, coaches / volunteers, parents, officials and spectators adhere to the GAA Code of Best Practice
- Liaise with the local schools' teachers to promote Gaelic Football
- Work closely with the Coaching and Games Officer
- Delegate tasks to the Youth Development Committee – Regional Leads
- Manage the youthfootball@ottawagaels.ca email address

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Knowledge as to how the Club can ensure the rights of young people are respected and maintained
- Ability to translate youth and service needs into strategies and programs for young people
- Strong team player with the ability to work independently
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Youth Development Officer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Youth Development Committee – Regional Leads

Location: Almonte, Kanata, Ottawa West and Riverside South

Required: 1 year term

Description: The Regional Lead positions will report the Club's Youth Development officer. The Regional Lead shall have as his/her primary aim the establishment of a child and youth centred ethos within the Club and will be viewed by many as the link between the children/young people or their parents and the Club. The Regional Leads will coordinate the community-based program in your designated area.

Responsibilities:

- Represent their designated regions' interest and needs
- Ensure there is sufficient qualified coached or volunteers at each practice and games
- Provide the equipment for each practice and games.
- Ensure that all players, coaches / volunteers, parents, officials and spectators adhere to the GAA Code of Best Practice
- Report to the Club's Youth Development Officer and Coaching and Games Officer

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Knowledge as to how the Club can ensure the rights of young people are respected and maintained
- Ability to translate youth and service needs into strategies and programs for young people
- Strong team player with the ability to work independently
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club's Youth Development officer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Senior Player Representative

Required: 1 year term

Description: The Senior Player Representative is the administrative interface between the senior players and the Club. The Senior Player Representative will assist the Club in checking registration and eligibility of players.

Responsibilities:

- Communicate the Club's action and decision to the senior players
- Represent the voice of the senior players during Club meetings.
- Verify the registration and eligibility of players

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Ability to translate senior players' needs into strategies and programs
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club Senior Player Representative and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Coaching and Games Officer

Required: 1 year term

Description: The Coaching and Games Officer's role is to promote best practice in coaching and games development. The Coaching and Games Officer will help ensure that there is a regular program of games for all players.

Responsibilities:

- Develop and manage an annual plan for the portfolio
- Put in place the best possible coaching and games development structure
- Provide appropriate education and training to the coaches and volunteers
- Organize tournaments and games with other clubs
- Work closely with the Youth Development Officer
- Delegate tasks to the Youth Development Committee – Regional Leads

Qualifications:

- Great knowledge of the Gaelic football's rules
- Appropriate GAA Coach Education training
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club Coaching and Games Officer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Fundraising Committee's member (3 positions)

Required: 1 year term

Description: The Fundraising Committee will plan and coordinate revenue-generating strategies.

Responsibilities:

- Develop and manage an annual fundraising plan for the portfolio
- Establish a specific fundraising target for both the Youth and Senior Program
- Identify specific fundraising, sponsorship and grant opportunities for the Club
- Help plan and implement campaigns to solicit funds
- Prepare or assist with the grant applications
- Report to the Club's Public Relations Officer and Treasurer

Qualifications:

- Sincere interest and/or related experience with fundraising activity
- Good writing, communication and interpersonal skills
- Strong team player with the ability to work independently
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club Coaching and Games Officer and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Registrar - Youth

Required: 1 year term

Description: The Club Registrar is responsible for ensuring that the Club is up to date in the registration of players and members. Each year, a Club must complete two registrations i.e. the registration of Full and Youth members and the registration of players in accordance with rule 2.2 and 2.3 of the Official Guide.

Responsibilities:

- Communicate the Club's action and decision to the senior players
- Represent the voice of the senior players during Club meetings.
- Verify the registration and eligibility of players

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Ability to translate senior players' needs into strategies and programs
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club executive and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Registrar - Senior

Required: 1 year term

Description: The Club Registrar is responsible for ensuring that the Club is up to date in the registration of players and members. Each year, a Club must complete two registrations i.e. the registration of Full and Youth members and the registration of players in accordance with rule 2.2 and 2.3 of the Official Guide.

Responsibilities:

- Communicate the Club's action and decision to the senior players
- Represent the voice of the senior players during Club meetings.
- Verify the registration and eligibility of players

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Ability to translate senior players' needs into strategies and programs
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club executive and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Ottawa Gaels Gaelic Football Club



Role: Cultural Liaison Officer

Required: 1 year term

Description: The Cultural Liaison Officer is responsible for promoting Irish cultural activities such as Irish language, music and dancing in the Club. The Cultural Liaison Officer will work to increase ties with other Ottawa Irish sports and cultural organizations.

Responsibilities:

- Promote Irish culture within the club
- Increase ties with other Ottawa Irish sports and cultural groups
- Develop and maintain a list of organizations and contact information
- Liaise with representatives from each organization on a regular basis (monthly or quarterly) to foster good relations and cooperation among the groups with a goal to betterment of all Irish organizations
- Develop and maintain a central events calendar that lists all organizations' activities,
- Provide PRO with Irish community event details to be promoted by the Ottawa Gaels

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Ability to translate senior players' needs into strategies and programs
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun
- Understanding of and passion for Irish Culture

Training: To be provided by the current Club executive and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.

Role: Child Protection Officer/Club Children's Officer

Required: 1 year term

Description: The Child Protection Officer ensures the Club has in place all appropriate Child Protection policies and procedures. He/she shall be a person of high integrity, shall have good communicative skills

Ottawa Gaels Gaelic Football Club



and shall have knowledge as to how the Club can ensure the rights of young people are respected and maintained.

Responsibilities:

- Ensure that all Players, Coaches/Team mentors, Parents/Guardians, Officials and spectators adhere to the GAA Code of Best Practice for Youth Sport and Code of Behaviour
- Assist with organizing the delivery of the Child Protection Awareness Programme within the Club and other appropriate training in consultation with the Club's Designated Person
- Influence policy and practice within the Club in order to prioritize children's and young people's needs
- Establish and maintain the complaints procedures.
- Develop good practice procedures in the recruitment and selection of persons working with young people in the club
- Oversee the implementation of the vetting of volunteers through the Ottawa Police Service Records Check
- Develop and maintain Child Protection Policy documents for Youth Welcome Kit and website

Qualifications:

- High integrity
- Good communication and interpersonal skills
- Strong team player with the ability to work independently
- Ability to translate senior players' needs into strategies and programs
- Demonstrated organizational and project management abilities
- Meticulous attention to detail
- Enthusiastic self-starter
- Creative, dedicated and fun

Training: To be provided by the current Club executive and extensive support materials provided by GAA.

Benefits: You will be a part of a thriving sporting and cultural community-based organization in Ottawa and play a vital role in building our club.

To Apply:

Please submit a resume (or summary of previous experience) to publicrelations@ottawagaels.ca referencing the volunteer position that you are interested in.