



OAKVILLE GIRLS SOFTBALL ASSOCIATION ROLES AND RESPONSIBILITIES SCHEDULING CONVENOR

Reports to: Director of Permits & Scheduling

Position Overview:

Under the direction of the Director of Permits & Scheduling, the Scheduling Convenor will manage the preparation and distribution of all OGSA schedules as it pertains to House League, Select and Representative season try-outs, games and tournaments. Acting as a signing authority, will facilitate the on-going amendment and reconciliation of permits as it pertains to the master schedules, and in collaboration with teams, division convenors and umpires, to ensure coverage of all OGSA usage.

Key Responsibilities:

- Prepare and maintain the master diamond schedule spreadsheet
- Distribute the schedules to all division convenors and coaches
- Collaborate with coaches/convenors to acquire additional or reschedule existing permit times
- Communicate park closures to OGSA and affiliate members, coaches and umpires
- Confirm all rescheduled games with Umpire-in Chief to ensure necessary coverage
- On-going update of master diamond permit schedules (rain-outs/ cancellations/ additions)
- Signing authority for Town of Oakville permit amendments (additions/ returns)
- Provide monthly update of master permit spreadsheet to Director of Permits & Scheduling

Qualifications & Skills:

- Administrative role; Must be organized with meticulous attention to detail
- Cooperative, articulate problem solver, solutions-oriented
- Computer savvy; managing spreadsheets, using scheduling software, exporting schedules
- Competent oral and written communication skills for preparation and presentation of reports, schedules and correspondence



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ROLES AND RESPONSIBILITIES

SCHEDULING CONVENOR

Intangibles:

- Consistently take a cooperative approach to seeking creative solutions to scheduling problems
- Cordially assist coaches, convenors and fellow board members with all permit allocations
- Collaborate with Interlock partners to establish amicable in-season operating procedures
- Demonstrate a capacity for identifying opportunities for process improvement and refinement
- Where necessary engage in an annual review of policies and operations to benefit the OGSA
- Passively guide the association's departmental use of facilities and parks

Time Requirement:

- This is a 7 month fixed-term volunteer position
- Peak in-season period is April to September
- Min/Max peak hours 5/20 per week
- Will require some evenings and weekends
- Available to work from home
- Must be accessible through email, social media, phone

Training Availability:

- One month transition apprenticeship period with outgoing member
- Hands on guidance & training for Diamond Scheduler software
- Season-long direction from Director of Permits & Scheduling

⊙ *The Scheduling Convenor is strictly a supporting role for the OGSA under the Director of Permits & Scheduling and is not a Board position. This role does not carry with it voting privileges, negating the requirement for the volunteer to attend Board meetings or participate in OGSA decision making.*