



OAKVILLE GIRLS SOFTBALL ASSOCIATION
ROLES AND RESPONSIBILITIES
DIRECTOR OF PERMITS & SCHEDULING

Reports to: President

Position Overview:

Under the direction of the OGSA President, in concert with OGSA policy, the Director of Permits & Scheduling will manage the acquisition, allocation and scheduling of all OGSA facility use; indoor gymnasiums and outdoor parks, as it pertains to the Town of Oakville Permit policies and procedures. Will act as OGSA liaison to the Town of Oakville Parks & Open Spaces and Parks and Recreation departments, and where necessary engage in an annual review of said policies and operations on behalf of the OGSA. Will facilitate the preparation and distribution of league and team schedules and facility permit usage, for all OGSA teams.

Key Responsibilities:

- Ongoing maintenance of the master permit and facility allocation schedules for the OGSA
- Prepare and reconcile permit costs for monthly statement and fiscal year end
- Establish the master park schedule for all OGSA outdoor permits in coordination with OGSA interlock associations including HGSL, MGSA, PHGSA
- Establish the master facility allocation schedule for all OGSA indoor permits in coordination with House League, Select and Representative division clinics, training and team practices
- Participate in on-going evaluation of permit policies & procedures within the OGSA
- Liaise on behalf of the OGSA with Town of Oakville Parks & Open Spaces and Parks and Recreation departments annual general meetings

Qualifications & Skills:

- Administrative role; Must be organized with meticulous attention to detail
- Cooperative, articulate problem solver, solutions-oriented
- Computer competency; managing spreadsheets, scheduling software, exporting schedules
- Basic accounting; operate a financial budget, reconcile department usage and costs
- Competent oral and written communication skills for preparation and presentation of reports, schedules, budget and reviews



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Intangibles:

- Passively guide the association's departmental use of facilities and parks
- Demonstrate a capacity for identifying opportunities for process improvement and refinement
- Collaborate with Interlock partners to establish amicable in-season operating procedures
- Cordially assist coaches, convenors and fellow board members with all permit allocations
- Consistently take a cooperative approach that seeks a creative answer to scheduling problems

Time Requirement:

- This is a 12 month continuous volunteer position
- Peak in-season period is April to August
- Peak off-season period is September to November
- 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
- Must attend all monthly Board and Executive Committee meetings

Training Availability:

- One month transition apprenticeship period with outgoing member
- Access to Softball Ontario Certified Softball Administrator workshops
- Marketing & Promoting Your Association
- Generating Revenue through Sponsorship, Fund-raising & Grants
- Risk/ Conflict Management
- Association Management: Learning About Your Community
- Website Management 101
- Special Event Management
- Financial Management
- Volunteer Management
- Social Media 101