



CANADIAN INDOOR MAILMATCH

VOLUNTEER POSITION DESCRIPTION: **INDOOR MAILMATCH COORDINATOR - ARCHERY CANADA**

Title:	Indoor MailMatch Coordinator
Type of Position:	Volunteer
Dates:	Ongoing
Location:	Anywhere in Canada
Reports to:	Archery Canada Program Manager

Archery Canada is the National Sport Organization responsible for the promotion and development of the timeless sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

POSITION OVERVIEW

The Indoor MailMatch Coordinator is an unpaid, volunteer position whose role is to manage Archery Canada's Indoor Mailmatch programme. Within the Archery Canada Tir à l'arc (AC) system, the Indoor MailMatch Coordinator has direct responsibility for the planning, delivery and evaluation of activities related to the Mailmatch programme. This position is responsible for contributing towards the development and delivery of the programme in coordination with provincial volunteers who hold similar responsibilities.

CORE RESPONSIBILITIES & PRIORITIES

Volunteer Orientation

- Orient & train volunteers for their roles as club coordinators. This includes, but is not limited to, an overview of the online score sheets, as well as general rules for the event

Communication & Marketing

- Liaise with other AC members, Archery Canada Board of Directors, & P/TSOs



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- Communicate with participating clubs, archers & Archery Canada's general membership

Logistics

- Circulate a standard package and confirm host site contact information
- Prepare and circulate Online Scoring sheets to each Club Coordinator, and prepare Master Score sheets.
- Provide written analysis of participation
- Publish the final list of participants and medallists once event has been completed
- Contribute regularly in the Archery Canada's official electronic publications
- Work with AC Office Staff to ensure web site information for portfolio is correct

Reporting & Evaluation

- Evaluate participation and feedback and submit recommendations to the Archery Canada Program Manager
- Address issues within the event

If interested, please contact information@archerycanada.ca