

APPENDIX L - Position Design and Description

Position Design:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

Position Description:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.

Sample Design and Description: House League Head Coach

The following is a sample Head Coach position design and description:

Position Title:	House League Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 15
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • oversee all team activities • manage the safety of the participants • comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, NOHA, OHF and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out! • Must have Coach Level certification or Development 1 qualification.
Boundaries & Limitations:	The Head Coach is bound by the NOHA Code of Conduct and all rules, regulations, by laws, articles and policies of the NOHA.
Orientation & Training:	All new coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head Coach is responsible to the club, association, league President and Board of Directors.
Benefits:	All Head Coach positions are eligible for various volunteer awards

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