



Evening League Facilitator (Part-Time Evening Position)

OPPORTUNITY

If you are positive, enthusiastic and have an endless supply of energy this could be the job for you! Come join a results-oriented, fun, dynamic, fast and hard-working team in the sports marketing field. Wear your running shoes not a suit, while you help to grow this professional organization.

ABOUT THE SPORT & SOCIAL CLUB FAMILY

The Ottawa Sport and Social Club was developed from our desire to be the largest multi-sport provider in the city. This journey started in 2003 with the Ottawa Sport & Social Club (OSSC), it expanded to: Kingston in 2005 with the Kingston Sport & Social Club (KSSC); Halifax in 2008 with the Halifax Sport & Social Club (HSSC); London in 2009 with the Forest City Sport & Social Club (FCSSC); Moncton in 2009 with the Moncton Sport and Social Club (MSSC); Victoria in 2010 with the Victoria Sport & Social Club (VSSC); Boulder, CO in 2010 with the Boulder Sport & Social Club (BSSC); Windsor, ONT in 2013 with the Rose City Sport & Social Club; and The Bay of Quinte, ONT with the Quinte Sport & Social Club. All our organizations create, organize and manage sports leagues, tournaments and special events for adults.

JOB DESCRIPTION

This is a unique opportunity to join a small, successful business. You will wear many hats, as you develop and broaden your skill sets both in-office and out in the field.

- Responsible for ensuring all evening leagues are operating efficiently
- Work with the Sport Manager to train and manage Game Coordinators
- Marketing and promotion of league, tournaments and events to potential new members (i.e. postering, emails, flyers, hand outs, etc).
- Promote upcoming leagues, events and tournaments to our member-base during league games.
- Manage and host Special Events, including tournaments and parties.
- Stock sports equipment inventory at all KSSC facilities.
- Cover shifts for Game Coordinators as needed – including the following responsibilities: Set up equipment, Monitor games, Communicate with facility staff and Liaise with members
- Social media posting of pictures and videos on Instagram/facebook/twitter during leagues.
- Other projects and duties as required from time to time.

UNIQUE WORKING HOURS

This role is an evening position approximately 5:30pm to 9:30pm, four evenings a week, Monday thru Thursday. Additional hours are required for special events. A high level of commitment and responsibility is required.

QUALIFICATIONS/REQUIREMENTS

- **Must have own transportation, a valid driver's license and clean driving record (mandatory).**
- Strong network & knowledge of Kingston (essential).
- Athletic and sports-minded.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths in planning, problem solving and decision-making.
- You enjoy working with numbers and your attention to detail is high.
- An entrepreneurial spirit in terms of both creativity and work ethic. You are willing to take chances, and let your results do the speaking.
- Strong computer skills and the ability to learn new things quickly.
- University or College Degree completed or in process of completing. Marketing, Business and/or Sports Administration is an asset.

COMPENSATION

- Pay is \$13/hr + mileage

TO APPLY

Please submit a cover letter and resume to the Kingston Sport & Social Club via email to matt@kssc.ca before **Wednesday, August 30th, 2017**. The start date for this position is **Thursday, September 14, 2017** with training beginning in September. Please no phone calls.