

League Convenor (Part Time)
(Job # 2021-067-IE)

Department: Leisure and Community Services
Status: Part-Time, Seasonal
Date Posted: October 4, 2021
Date Closing: **October 12, 2021, 4:30pm**
Scheduled Hours/Shifts: Up to 24 hours a week
Salary: \$24.81- \$27.91 per hour

Position Purpose:

Responsible for game day administration, on-site staff monitoring, statistical data entry, and handling payments received from drop-in participants, team representatives, and permit holders alike. Assistance with team and player registrations, scheduling conflicts and additional youth league monitoring off location as required.

Qualifications and Requirements:

- Formal academic training in Physical Education, Recreation Leadership, Sports/Recreation Management or related discipline
- Experience in a municipal work environment an asset; league and program management experience
- Current Standard First Aid/CPR C certification
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government agencies, and the media; ability to build collaborative working and community relationships, and internal and external alliances
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information
- Effective organizational/coordinating and conflict resolution skills; ability to prioritize work and to work under pressure to meet deadlines
- Superior customer service skills with a focus on ensuring providing quality services/programs
- Proficiency in program registration systems (ACTIVE Network), Microsoft Office – including Word, Excel and PowerPoint, Microsoft Outlook; knowledge of HR database systems
- High degree of accuracy, attention to detail and record keeping skills
- Knowledge of budgeting and financial transaction processes
- Class G Driver's License in good standing; reliable vehicle to use on corporate business
- Available to work flexible hours (evenings and weekends) as may be required for league play and/or league or program supervision

How to apply:

Please forward your resume in confidence by **October 12, 2021 at 4:30 p.m.**, identifying Job #2021-067-IE – Last Name, First Name in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021. Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.

