



Convenor (Leagues/Recreational Programs) (Job # 2023-060-IE)

Department: Leisure & Community Services
Status: Part Time, Seasonal
Date Posted: May 15, 2023
Date Closing: **May 29, 2023, 4:30 p.m.**
Number of Positions: 1
Scheduled Hours/Shifts: 24 hours a week
Salary: \$25.79 - \$29.01
Flexible Work Arrangement: Unavailable

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

As a part time Convenor, you will work with a strong, supportive team of seasoned Recreation staff who share a common love of sport. Our Recreation team is constantly working to create new leagues that residents are excited about- currently offering both Volleyball and Hockey with more to come! Our part time convenors are a key element to the success of existing and newly created leagues. If you are an exceptional communicator, have a team sport background, enjoy a dynamic environment where no two shifts are the same and are available to work evenings-come join our team!

We are committed to being an equal opportunity employer, supportive of 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.

Position Purpose:

Responsible for game day administration, on-site staff monitoring, and handling payments received from drop-in participants, team representatives, and permit holders alike. Assistance with team and player registrations, disciplinary action, scheduling conflicts and additional league and all-ages program monitoring at multiple locations 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 or the ability to obtain prior to first shift.
- Excellent verbal and written communication skills.
- 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 and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- 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; maintain a positive, professional attitude.



- 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 **May 29, 2023, at 4:30 p.m.**, identifying **Job # 2023-060-IE** in the subject line to hr@townofws.ca.

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