



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Recreation League Convener	CLASSIFICATION: Part-time, Seasonal
DEPARTMENT: Community Services	SALARY LEVEL: \$20.00 - \$24.00/hour
LOCATION: Various locations throughout the Township	

JOB PROFILE:

Function:

Under the direction of the Lead Hand – Active Living, the Recreation League Convener will lead in the implementation and coordination of various King Township recreational leagues.

Reports to:

Lead Hand – Active Living

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Leads the implementation and facilitation of sport-based recreational leagues, overseeing all aspects of program development and management.
- Organizes the day-to-day operations of assigned program areas including implementing and scheduling of events/programs/activities, etc.
- Distributes newsletters and program evaluations as needed.
- Ensures health and safety/departmental policies and procedures are followed.
- Works in partnership with the Recreation Coordinator – Active Living to address participant incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants, staff and the general public in a courteous and effective manner.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Assists with the coordination of league staff and volunteers (referees, timekeepers).
- Ensures all league rules and code of conduct are being followed at all times by referees, timekeepers, participants and parents.

- Performs set-up and take down of all recreational league equipment and supplies.
- Performs other duties as assigned.

Education/Experience:

- Minimum of one (1) year of experience supervising a sports league.
- Valid Standard First Aid & CPR-C.
- HIGH FIVE® certification is considered an asset.
- Strong leadership skills.
- Excellent problem-solving skills, with excellent decision-making capabilities.
- Strong organizational skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.
- Previous knowledge of various sports including hockey, volleyball, and basketball would be an asset.

Conditions of Employment:

- Will be required to work evenings and weekends (based on league scheduling).
- Work involves mental and visual concentration with frequent interruptions.
- Light physical activity is involved with some programs.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development.
- Valid Standard First Aid, CPR-C and submission of a Vulnerable Sector Screening are required.

Qualified applicants are asked to submit a cover letter and resume to the Township of King’s Human Resources Department via email at hr@king.ca. Posting will close when the position has been filled.

Please include the name of the position you are applying as well as your availability in your application (start/end date).

Department Head: _____ Date Approved: _____

Supervisor (if applicable): _____ Date Approved: _____

Incumbent: _____ Date Signed: _____