

**King is Hiring
Recreation League Convener
(Casual Contract)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Supervisor of Active Living & Aquatics, the Recreation League Convener is responsible for the following:

- Assists in the implementation and facilitation of sport based recreational leagues.
- Performs set-up and take down of all recreational league equipment and supplies.
- Ensures all league rules and code of conduct are being followed at all times by referees, timekeepers, participants and parents.
- 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).
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Minimum of one (1) year of experience working with children.
- 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 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.

Salary Range/Wage Rate: **\$17.00/hour**

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 31, 2023**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.