



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Recreation League Convener

**CLASSIFICATION:** Casual Contract

**DEPARTMENT:** Community Services

**SALARY LEVEL:** \$17.00/hour

**LOCATION:** Various locations throughout the Township

### JOB PROFILE:

#### Function:

Under the direction of the Supervisor of Active Living & Aquatics, the Recreation League Convener will assist in the implementation and coordination of various King Township recreational leagues. Examples may include 3 on 3 ice hockey, ball hockey, basketball, volleyball, or other league programming.

#### Reports to:

- Supervisor of Active Living & Aquatics

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- 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).
- Performs other duties as assigned.

**Education/Experience:**

- 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 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](mailto: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).

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_