



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Recreation League Convenor

CLASSIFICATION: Part-time, Seasonal

DEPARTMENT: Community Services

SALARY LEVEL: \$17.00/hour (under review)

LOCATION: Various locations throughout the Township

JOB PROFILE:

Function:

Under the direction of the Supervisor of Active Living & Aquatics, the Recreation League Convenor will assist in the implementation and coordination of various King Township recreational leagues.

Reports to:

- Supervisor of Active Living & Aquatics

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Assists in the implementation and facilitation of sport based recreational leagues.
- 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.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____