



Making life better in King

**King is Hiring
Recreation League Convenor**

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 making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

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

- 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.

The successful applicant will possess:

- 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.

Wage Rate: \$20.00 - \$24.00/hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 19, 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.