



## HSSC Evening League Facilitator (Part-Time Evening Position)

### **OPPORTUNITY**

If you are positive, solution-oriented, enthusiastic and have an endless supply of energy, this could be the job for you! Come join a result-oriented, fun, dynamic, hard-working team in the sports marketing field. Work harder than you have ever worked before, but play even harder. Wear your running shoes, not a suit, while you help to grow this professional organization.

**You will bring success to the club and succeed in this role if you are a great networker, connector and promoter!**

### **PURPOSE OF THE EVENING LEAGUE FACILITATOR ROLE:**

- To help raise awareness about HSSC sports leagues and events, and to recruit new teams and individual members!
- To create and maintain a fun and active environment where members can connect with new people;
- To ensure the leagues run smoothly and efficiently by using good judgment and problem-solving rapidly;
- To continuously improve the member experience - to make every member know they are a valued member of the club;
- To oversee Game Coordinators (GC) and assist with quality control of the position, answer questions and provide support;
- To inform and engage members in all HSSC activities, including communicating partner deals and club events.

### **JOB DESCRIPTION**

This is a unique opportunity to join a small, successful business. You will wear many hats, as you develop and broaden your skill set, both in-office and out on the field. As an Evening League Facilitator (ELF), you will be:

- Responsible for ensuring all evening leagues are operating efficiently:
  - Coordinating with Assistant Sport Manager to ensure all GC staff needs and inquiries during shifts
  - Member schedule changes as needed during the night
  - Support Game Coordinators (GCs) during conflicts
  - Contacting team captains when major incidents occur
- Provide on site training and supervising of Game Coordinators (GCs);
- Managing and hosting special events, including tournaments and parties (will require occasional weekend work);
- Stocking sports equipment and tracking inventory at all HSSC facilities;
- Ensuring all members are prioritizing player safety and playing with a first-and-foremost-for-fun attitude;
- Assisting with finding new areas of play (indoor and outdoor facilities);
- Covering shifts for Game Coordinators (GCs) as needed – including the following responsibilities:
  - Welcome players, start and end games on time
  - Set-up/take-down equipment
  - Monitor games& score keep, time keep
  - Communicate with facility staff
  - Liaise with members
- Marketing the HSSC to potential new members through attendance at networking events, distributing marketing materials, and engaging in social media (Facebook, Twitter);
- Promoting upcoming leagues, events and tournaments to our member-base during league games;
- Assisting with office work when required;
- Other projects and duties as required periodically.

### **UNIQUE WORKING HOURS**

The Evening League Facilitator working hours are from 5:00pm to 11:00pm, 1 to 3 nights a week, Monday through Thursday. A high level of commitment and responsibility is required. These shifts are shared between 2 to 3 Evening League Facilitators, depending on the season.

### **QUALIFICATIONS/REQUIREMENTS**

- **A valid driver's license and clean driving record (mandatory).** The successful candidate will be required to drive their own vehicle during working hours;
- Strong network & knowledge of Halifax Regional Municipality (essential);
- Athletic and sports-minded;
- Being a positive, fun, outgoing, enthusiastic individual with an endless supply of energy;
- Ability to generate interest and encourage participation in leagues, activities and events;
- Strong presence on the field: confidence, maturity, preparedness, reliability;
- Able to create a sense of belonging and connection among members;
- An entrepreneurial spirit in terms of both creativity and work ethic;
- University or College Degree completed or in process of completing. Marketing, Business and/or Sports Administration Degree is an asset.

### **COMPENSATION**

- Compensation is \$12.50 hour
- Mileage is paid for by HSSC (based on a km rate)
- HSSC sport league and class discounts

### **TO APPLY**

Please submit a cover letter and resume to at [hire@halifaxsport.ca](mailto:hire@halifaxsport.ca). Please reference "HSSC ELF Application" in the subject line.

### **ABOUT THE SPORT & SOCIAL CLUB FAMILY**

The Sport & Social Club family was developed from our desire to be the largest multi-sport provider in the city. This journey started in 2003 with the Ottawa Sport & Social Club (OSSC) and in the last 13 years the company has expanded to Halifax, Victoria, Kingston, The Bay of Quinte, Windsor and London (Ontario). All our organizations create, organize and manage sports leagues, tournaments and special events for adults. You can check out our website at [www.halifaxsport.ca](http://www.halifaxsport.ca).