



## HSSC Game Coordinator (Contractor - Evening Position)

Game Coordinators (GC's) are the eyes and ears of the HSSC in our evening leagues. GC's are required to have the best understanding of member needs and attend the games to set-up/take-down equipment, liaise with members, share marketing and game information, provide clarification of HSSC rules, and generally help out where required.

### **ROLES AND RESPONSIBILITIES**

- Monitor all games and communicate with facility staff to ensure leagues run smoothly;
- Ensure games start and end on time;
- Score keep for each game;
- Manage equipment tracking and report equipment shortages for each facility;
- Report any incidences (serious injuries, overly aggressive play, etc.) from shifts by 9am the next morning to alert HSSC office staff;
- Help promote upcoming leagues, games and tournaments to our members during league play;
- Maintain a professional level of conduct and interact with members to ensure they are having a great experience;
- Have fun and socialize with HSSC members!

### **REQUIREMENTS**

- Being a positive, fun, outgoing and enthusiastic person!
- Arriving at the facility 15 minutes before game time for equipment set-up;
- Wearing a HSSC staff t-shirt to every shift (provided by the HSSC);
- Bringing your Game Coordinator materials to every game: whistle, HSSC sport rules, schedule & roster listing for your league, weekly announcements (provided in bi-weekly emails sent by the HSSC), as well as the Game Coordinator Manual;
- Working stable shifts during the season. In the event of an emergency or illness, finding your own shift substitutes (appropriately trained individuals), and also notifying our Sport Manager and Evening League Facilitator to inform of the schedule switch;
- Attending all mandatory training sessions throughout the year;
- Having a sense of humour, excellent communication skills and good common sense to deal with occurring incidents (i.e. lock-outs, missing custodians, missing equipment, etc.).

We rely on our Game Coordinators (GC's) to be the front line of customer service in the evenings, therefore it is critical that Game Coordinators (GC's) remain engaged during their shift (no reading, chatting on cell phones, surfing the web with your smart phone, etc.).

Weekly shift locations are agreed upon between the Game Coordinator (GC) and the Sport Operations Manager. Shifts can vary between two and five hours (6pm-11pm Monday through Thursday & Sunday).

### **COMPENSATION**

- Compensation is \$11.55/hour
- HSSC sport league and class discounts
- Opportunity to join in the GC appreciation party at end of each season

### **TO APPLY**

If you are interested in applying for this position, please send your resume to [hire@halifaxsport.ca](mailto:hire@halifaxsport.ca). Please reference "HSSC Game Coordinator 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 10 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 Games for adults. You can check out our website at [www.halifaxsport.ca](http://www.halifaxsport.ca).