

Evening League Facilitator (Part-Time Evening Position)

OPPORTUNITY

If you are positive, enthusiastic and have an endless supply of energy this could be the job for you! Come join a results-oriented, fun, dynamic, fast and 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.

ABOUT THE OTTAWA SPORT & SOCIAL CLUB. The Ottawa Sport and Social Club 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), it expanded to Kingston in 2005 with the Kingston Sport & Social Club (KSSC), and further expanded to Halifax in 2008 with the Halifax Sport & Social Club (HSSC). We are also very pleased that the Moncton Sport and Social Club (MSSC) was established in 2009. All our organizations create, organize and manage sports leagues, tournaments and special events for adults.

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 sets both in-office and out in the field.

- Marketing and promotion of league, tournaments and events to potential new members (i.e. postering, emails, flyers, hand outs, etc)
- Promote upcoming leagues, events and tournaments to our member-base during league games
- Train new Event Coordinators
- Manage and host Special Events, including tournaments and parties
- Stock sports equipment inventory at all OSSC facilities
- Cover shifts for Event Coordinators as needed – including the following responsibilities:
 - set up equipment
 - monitor games
 - communicate with facility staff
 - liaise with members
- Other projects and duties as required from time to time.

UNIQUE WORKING HOURS

This role is an evening position 5:00pm to 10:00pm, Monday thru Thursday shared by two people. We are hiring one candidate to cover two shifts per week.

QUALIFICATIONS/REQUIREMENTS

- Strong network & knowledge of Ottawa (essential).
- Athletic and sports-minded.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths in planning, problem solving and decision-making.
- You enjoy working with numbers and your attention to detail is high.
- An entrepreneurial spirit in terms of both creativity and work ethic. You are willing to take chances, and let your results do the speaking.
- Strong computer skills and the ability to learn new things quickly.
- A valid driver's license and car (essential).
- University or College Degree completed or in process of completing. Marketing, Business and/or Sports Administration is an asset.

COMPENSATION

- Compensation commensurate with experience, plus mileage paid.

TO APPLY

Please submit a cover letter and resume to the Ottawa Sport & Social Club (Attention: Holly Moylan, Office Manager) via email to hire@ossc.ca before **Friday September 3rd, 2010**. Interviews for successful candidates will be held on **Monday September 13th and Tuesday September 14th, 2010**. Please no phone calls.