



Manager of Human Resources
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CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL

JOB POSTING

POSITION: Recreational Sports League Facilitator

DEPARTMENT: Recreation & Business Services

LOCATION: 45 Hardy Ave

STATUS: Part Time (up to 20 hours/week)

REPORTS TO: Programs Supervisor

GRADE: 5 (\$18.54 to \$22.48/hour)

POSTING #: HR 14.19

POSTING PERIOD: April 8 to April 23, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Responsible for effectively supervising and officiating various youth and adult sports leagues offered through the Community Centre.

QUALIFICATIONS:

- Highschool diploma or equivalent.
- One (1) year of related experience.
- Standard First Aid
- Experience in officiating sports
- Experience in facilitating youth and adult sports leagues
- Experience playing, coaching referring volleyball an asset.

POSITION RESPONSIBILITIES:

- Punctual and regular attendance
- Attend scheduled staff trainings/meetings
- Wear Staff uniform while on duty (t-shirt and black pants or shorts)
- Ability to work effectively and efficiently as a team player in all aspects of the job
- To report all emergencies to Program Coordinator
- Excellent knowledge of volleyball, basketball and various sports
- Officiate sports league and playoff games as per the league rules
- Complete scoresheets for each game and submit to Program Coordinator
- Prepare necessary equipment in advance of games and return equipment to designated storage locations at the conclusion of games
- Report damaged equipment to Program Coordinator
- Strong knowledge of programs offered at the Community Centre
- Exercise good communication with all participants and staff at all times
- Must be able to work evenings and weekends
- Performs other duties as assigned by Supervisor.
- Adheres to all policies and procedures for the Town.
- Provide training or presentations for other municipal departments