

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 MONCTON SPORT & SOCIAL CLUB. The Ottawa Sport & Social Club (OSSC) is the largest multi-sport provider in Ottawa, which expanded to Kingston with the Kingston Sport & Social Club (KSSC), Halifax with the Halifax Sport & Social Club (HSSC) and now to Moncton for the Moncton Sport & Social Club (MSSC). All four organizations create, organize and manage sports leagues, tournaments and special events for adults in their respective cities.

This position is based out of your home in Moncton (~ 10% of time) and in the field (~ 90% of time) with full support from the Halifax and Ottawa offices.

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. poster, 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 MSSC 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-10:00pm, Monday to Thursday, working 2 or 4 regular days per week (i.e. position could be filled by 2 people, if successful candidate is only available 2 days per week).

QUALIFICATIONS/REQUIREMENTS

- 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 Moncton Sport & Social Club (Attention: Holly Moylan, Office Manager) via email to hire@mssc.ca before Tuesday, August 17th, 2010. Interviews will be held on August 23rd and 24th. Please no phone calls.