

Sport Manager (Full-time 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. You will work harder than you have ever worked before, allowing you to play even harder. Wear your running shoes not a suit, while you help to lead and expand this professional organization.

ABOUT THE OTTAWA, KINGSTON, HALIFAX, MONCTON AND VICTORIA SPORT & SOCIAL CLUB

The Halifax 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). We 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). Our recent expansion to Moncton with the Moncton Sport & Social Club (MSSC) happened in 2009 and to Victoria with the Victoria Sport and Social Club (VSSC) in 2010. 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 in Halifax. You will wear many hats, as you develop and broaden your skill set.

- Manage day-to-day league operations.
- Responsible for overall facility management, including identification of new locations for league play, completion of permit applications and permit tracking. 5 hours per week is to be spent on finding new facilities.
- Grow membership through local promotion of HSSC to community, local businesses, festivals and corporate organizations. 10 hours per week is to be spent on recruiting new teams.
- Create and maintain roster, schedules, standings, policies and other league documents.
- Primary liaison with members, facilities, and sponsors.
- Hire and manage Event Coordinator (EC) evening shifts.
- Update website with current information daily.
- Reconcile cash payments from members.
- Maintain equipment inventory, and order as necessary.
- Plan, organize and host occasional tournaments and events.
- Conduct player disciplinary actions and follow-up incidents/injuries.
- Other projects and duties as required from time to time.

UNIQUE WORKING HOURS

This is a permanent position working minimum of 40 hours per week, Monday to Thursday 10:30am-6:30pm and Friday 9:30am-5:30pm. Some evening and weekend work may be expected for occasional hosting of tournaments, events and parties.

QUALIFICATIONS/REQUIREMENTS

- University or College Degree: Business, Marketing and/or Sports Administration is an asset.
- 3+ years hands-on experience in Sport Management, Project Management, Communications, and/or Marketing is highly desirable.
- Knowledge and passion for multiple sports.
- You are positive, enthusiastic, have an endless supply of energy and have the ability to deliver superior customer service.
- Willingness and proven ability to work independently, with minor supervision.
- Demonstrated leadership with good judgment in decision-making and problem-solving skills.
- Excellent interpersonal and communication skills (oral and written).
- Entrepreneurial spirit in terms of both creativity and work ethic. You are an independent self-starter who is willing to take chances, and let your results speak for themselves.
- Strong computer skills and the ability to learn quickly.
- Attention to detail is extremely important.
- Capacity to manage multiple simultaneous priorities, and work at intense pace.
- Ability to travel with a valid driver's license and your own car.

COMPENSATION

- Compensation commensurate with experience, plus profit sharing.
- Benefits compensation.

TO APPLY

Please submit a cover letter, resume and salary expectations to the Halifax Sport & Social Club (Attention: Holly Moylan) via email to hire@halifaxsport.ca or mail to 75 Hinton Avenue North, Unit 1, Ottawa, Ontario K1Y 0Z7 **by Monday, May 23rd at 10am, 2011.** We will be holding a **mandatory Open House on Wednesday, June 1st, 2011 from 7pm-9pm.** Only applicants who are able to attend the Open house and include salary expectations will be considered. Please no phone calls.