



POSITION: League Operations Coordinator

TERM: Full time Position

LOCATION: Must be in Ottawa, ON.

OPPORTUNITY: If you are positive, enthusiastic, organized, and eager to work in the sport management field, this could be the job for you! Come join a results-oriented, fun, dynamic, fast and hard-working team. Wear your running shoes, not a suit, while you help to grow this professional organization.

JOB DESCRIPTION: The League Operations Coordinator will play a key role in the Ottawa Sport Operations team and will be involved in many areas of the club with a focus on league/sport operations, onsite staff management, equipment, and facility coordination. The successful candidate will be intrinsically motivated, have a bundle of initiative, success working independently and with a team, as well as have excitement for working from an at-home office and out in the field. This successful candidate will report to the Ottawa Sport Operations Managers as well as the SSC Director of Operations.

Responsibilities include but are not limited to:

LEAGUE COORDINATION

- Assist with the day-to-day execution of league operations to ensure a high level of quality for our members is achieved.
- Manage 50+ onsite league representatives (game coordinators, evening league facilitators, instructors, etc). Including hiring, training, scheduling, and payroll. Support provided by Sport Operations Managers.
- Assist Sport Operations Managers with league creation, individual team roster building, scheduling, and playoff management.
- Resolving last minute facility cancellations.
- Input sport offerings and league information into League Labs (league management software), ensuring quality control for all league details on website prior to seasonal launch.
- Evaluate leagues and classes, identifying opportunity for improvement.
- Provide suggestions on new offerings and undertake research to ensure success.
- Identify and develop additional tools to help streamline company practices.

FACILITY & EQUIPMENT MANAGEMENT

- Assist with the management of facility details.
- Take a lead role gathering and recording facility information for over 90 facilities.
- Visit new facilities and rate for best use
- Ensuring sports are played at appropriate facilities and space is maximized.
- Maintain and re-stock sports equipment at all facilities throughout the year.
- Manage the OSSC equipment storage facility and inventory levels.
- Provide numbers for equipment ordering and manage the budget.
- Must be able to lift 40lbs.

QUALIFICATIONS/REQUIREMENTS

- University or College Degree. Preference for Sport Management/Admin/Events.
- Exceptional organizational skills with a flair for being resourceful.
- You are positive, enthusiastic, have an endless supply of energy and are a go getter.

- Willingness and proven ability to work independently.
- Demonstrated leadership with good judgment in decision-making and problem-solving skills.
- Excellent interpersonal and communication skills (oral and written).
- Technical aptitude and excellent knowledge of Microsoft Office Suite – specifically Excel and website development tools.
- Capacity to manage multiple simultaneous priorities and work at fast pace keeping a high attention to detail.
- Knowledge and passion for multiple sports.
- Valid driver's license and access to own vehicle.
- Positive attitude and a natural team player.

EXPECTED HOURS:

- Typical working hours are from 9:30pm-5:30pm, however, this position is open to flexible working hours.
- Available to work a flexible schedule (days, evenings, and weekends to meet the needs of the business)
- During seasonal league launch and various times during the year working hours will include weeknights and weekends.

COMPENSATION AND BENEFITS PACKAGE: SSC offers a salaried position, excellent benefits package, incentive plan based on the club's growth and personal performance, RRSP matching plan, unlimited free play in OSSC programs and the professional advantages of a positive work environment that supports your development and recognizes your achievements. The position salary range is commensurate on experience of candidate and starts with 3 weeks of paid vacation leave per year.

TO APPLY: Please submit a cover letter and resume to the Ottawa Sport & Social Club via email to hire@sportandsocialclub.ca. Please include subject line 'OSSC League Operations Coordinator Application!'. Applications will be reviewed as an ongoing process. Anticipated start date is as soon as possible (negotiable). We thank all applicants for their interest. Only those selected for an interview will be contacted.

ABOUT THE SPORT & SOCIAL CLUB FAMILY: The Ottawa Sport & Social Club was developed from our desire to be the largest multi-sport provider in the city. Since 2003, the Sport & Social Club organization has operated in 6 cities and now managing over 50,000 yearly players. All six organizations create, organize and manage sports leagues, tournaments and special events for adults in their respective cities. In short, we are "Recess for Adults". Check out the website for more company information: www.sportandsocialclub.ca.