

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT
(RECREATION DIVISION – CITY WIDE SERVICES SECTION - LOCATION – LISTER BLOCK, 28 JAMES ST. N.,
3rd FLOOR

SPORTS SPECIALIST – ALLOCATION/COMMUNITY - CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager, Sports Policy & Allocation. Responsible for providing support, liaison/co-ordination and resources to sport/athletic groups, community organizations and individuals to facilitate the development and provision of sport/athletic programs for minor and adult groups. Provides booking and scheduling allocations for arenas and sports fields that are owned/operated by the City and local school boards. were applicable.

GENERAL DUTIES

Provides support, co-ordination and resources to sport/athletic groups, community organizations.

Liases with sport related user groups and responds accordingly in relation to their needs and requests.

Attends meetings of sport and athletic groups to communicate Department goals and objectives, provides information, training, advice and monitors activities.

Provides assistance with the planning and execution of Division and community events.

Advises, assists and facilitates sport and athletic groups in the co-ordination of their sport services on items such as organizational structure, executive role, communications, advertising, fund raising, constitution, rules, regulations and standards, and training programs.

Responds to complaints and inquiries in a timely and professional manner by investigating, evaluating, and recommending solutions, and preparing reports.

Ensures that sport and athletic groups comply with other municipal and divisional policies and procedures such as Minor Sports Affiliation Policy, Municipal Alcohol Policy etc.

Administers allocation of major playfield/arena/facility packages in keeping with approved allocation policies. Maintains statistical information on usage.

Administers and monitors compliance with Minor Sport Affiliation Policy. Monitors document checklist/log and ensures all documentation related to confirming affiliation status is received before block bookings.

Verifies insurance meets corporate requirements, groups or individuals requesting block permits are covered by policy.

Reviews block permit issuance, verifies all block permits are consistent with actual requests.

Assists in the collection of outstanding sport/athletic group invoices.

Monitors and ensures adherence to field and ice allocation policies and procedures. Reviews requested changes related to field and ice availability before they are sent to Supv/Mgr for sign off.

Ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., and other applicable provincial/federal Acts and standards.

Remains current on recreation and sport related trends and issues, sport governing bodies, policy development, and organizational changes at both the provincial and local level.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Progressively responsible experience in sport, recreation or leisure programming normally acquired by the completion of a Community College Diploma in Recreation, Sport Management, Business Administration, Physical Education or a combination of education and related work experience.
2. Demonstrated experience working in recreation service delivery with emphasis on allocation and scheduling of sport facilities.
3. Proven ability to develop, plan, co-ordinate and implement leisure and recreational programs and activities.
4. Must be able to communicate effectively both orally and in written form.
5. Previous experience working with sport organizations will be considered an asset.
6. Working knowledge of Word, Excel, Microsoft Outlook, Class Registration System and database software.
7. Must have a valid class G driver's licence.