

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – SPORT SERVICES UNIT - LOCATION – 100 GREENHILL AVENUE)

SPORTS EVENT SPECIALIST – RECREATION - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Sport Services, the Sports Events Specialist – Recreation will be responsible for liaising with sport organizations as they organize and carry out large sport events within the City's sport and recreational properties including but not limited to sports fields, diamonds and arenas. The Sports Event Specialist – Recreation will ensure that applicable policies and regulations are communicated to sport event organizers and will assist the Manager in evaluating tournament implementation and follow up. The Sports Event Specialist – Recreation is also responsible for issuing rental permits for special events and scheduling sport events at King's Forest municipal golf course.

Through the Manager, Sport Services (and with administrative link to the Project Manager: Special Events Planning) the Sports Event Specialist – Recreation will support the Recreation Division in the planning and execution of sport special events assigned to the Department.

GENERAL DUTIES

Provides support, prepares event related resources/tools and identifies event related requirements, processes and permits for sport and community event organizers looking to operate sport events on municipal sport and recreational properties.

Solicits and books golf tournaments and works with golf technical staff and applicable food and beverage staff to ensure proper execution and excellent customer service standards.

Provides logistical support for sport services tournaments and events whether at golf courses, arenas or other recreational amenities organized by the Sport Services team.

Collaborates with volunteers and event organizers to identify need, address concerns and navigate internal divisional process requirements in order to coordinate the appropriate site allocation and provision for the delivery of community led sport events.

Administers, reviews and monitors sport event compliance with applicable Corporate and Event Planning Policies/Procedures.

Advises, assists and facilitates event organizers in the co-ordination of their event implementation on items such as organizer's role, event structure, communications, advertising and promotion, permit requirements, insurance documents, site plans, applicable by-laws, rules, regulations and standards, as well as public safety and site security considerations.

Assists with collection of outstanding accounts receivables for impacted organizers.

Responsible for event related customer service and responds to requests in a timely and professional manner by investigating, evaluating, and recommending solutions for management approval where required.

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

Ensures that event organizers compliance with other municipal and divisional policies and procedures such as the Municipal Alcohol Policy, Special Event Planning Policy, Zero Tolerance Policy etc.

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

Provides support and assistance with the planning and execution of Department related sport events.

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

QUALIFICATIONS

1. Progressively responsible experience in supporting the development and implementation of sport event-based initiatives normally acquired through a combination of a University degree or College Diploma in Recreation & Leisure Studies, Sport Management, Sport Administration, Physical Education or related discipline, and demonstrated experience in events preferably within a Municipal setting.
2. Previous experience in service and delivery in a golf environment as it relates to food services and pro shop.
3. Demonstrated experience working with volunteer committees and community stakeholders to develop and implement events-based projects.
4. Proven ability to develop, plan, co-ordinate and implement event related programs and activities.
5. Working knowledge of database, point of sale and inventory software system an asset (Golf Now/Legend Software).
6. Must be able to communicate effectively both orally and in written form.
7. Thorough knowledge of Word, Excel, Microsoft Outlook, scheduling software and other web-based applications.
8. Excellent organizational, time management skills and multi-tasking skills.
9. Must have a valid class G driver's license.
10. Must submit a valid Vulnerable Sector Check prior to employment.
11. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide "proof" that you possess the required certificate(s).

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED UPON HIRE.

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