



SSC Head Office: 245 Eglinton Ave. E. Suite 420
Toronto, ON M4P 3B7
416-781-GAME (4263) 416-781-4162 (fax)
www.mississaugassc.com info@mississaugassc.com

JOB OPPORTUNITY: League Coordinator (6-month contract)

Join an awesome, quirky, hardworking, dedicated team in the sports administration field. There aren't any suits worn here but we definitely take our business seriously. Work hard, play hard and strive for the absolute best. This 6-month contract has the potential to turn into a full-time role.

This position is specifically for our Mississauga and other "west end" leagues. You would be reporting directly to the General Manager of the Mississauga Sport & Social Club.

ABOUT THE SSC

The Sport & Social Club is the largest organization of its kind in North America. The company creates, organizes and manages sports leagues and special events for adults in the GTA and surrounding area. Operating year round, the SSC is home to over 75,000 annual members.

SSC CORE VALUES

We are looking for a new teammate who will live by our Core Values:

1. Deliver what you promise.
2. Take pride in what you do.
3. Treat every member like your best friend.
4. Live and breathe Sport & Social Club
5. Get shit done.
6. Be a Tigger.

JOB DESCRIPTION

This is a unique opportunity to join a small, successful business that has its sights set on growth. Your time will be a mix of on-site at game venues as well as helping with league administration tasks and projects. Specifically:

- Management and execution of leagues.
- Ensuring that all league games run smoothly and efficiently.
- Relationship management with onsite venue staff.
- Assistance with equipment, event coordinators and end of season awards nights.
- A focus on customer service via after hours help phone, email and in person.
- Marketing of new programs and promotions.
- Updating venue database information.
- Helping with discipline issues.
- Taking pictures of teams and posting on social media (Facebook & Instagram).

QUALIFICATIONS/REQUIREMENTS

- Background in Sports Administration or completed a Sports Admin school program.
- Positive, enthusiastic and an endless supply of energy.
- Hardworking and dedicated to the task at hand.
- You are confident in your ability to take control of a situation.
- You are self-motivated and comfortable working independently.
- Your friends describe you as outgoing, extroverted and resourceful.
- Strengths in planning, problem solving and decision-making.
- Valid driver's license and access to a vehicle.
- Able to perform physical tasks such as carrying boxes and sports equipment.

SSC Head Office: 245 Eglinton Ave. E. Suite 420
Toronto, ON M4P 3B7
416-781-GAME (4263) 416-781-4162 (fax)
www.mississaugassc.com info@mississaugassc.com

UNIQUE WORKING HOURS

The position is currently set up to be a part-time position, approximately 5 hours a day (Monday to Friday). Daily shifts would likely be either 12pm to 5pm or 4pm to 9pm. A weekly schedule will be determined ahead of time as much as possible. Ideally, we would like this position to turn into a full-time position.

TRAINING

The first two weeks of the contract would be full time (8 hours a day) in the Toronto SSC head office for training. You can expect to work either 9am to 5pm or 1pm to 9pm. This will be a great opportunity to learn the "SSC Way" and get to know your head office teammates.

COMPENSATION AND BENEFITS

- \$12,000 will be paid for the 6-month term (paid out monthly).
- Reimbursement for vehicle mileage/fuel costs.
- Free participation in all Friday, Saturday or Sunday SSC programs (or other non-conflicting programs) as well as weekend tournaments.

TO APPLY

- Please send us your resume and cover letter to jobs@torontosscc.com (use subject line: "MSSC League Coordinator") by February 28, 2017.
- First round group interviews will take place early March.