

POSITION: Seasonal & Sports Facilitator**JOB POSTING #:****DEPARTMENT:** Recreation & Culture**UNION:** 543**POSTING TYPE:****JOB CODE:** 543174**POSTING STATUS:****POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$25.25 to \$29.67/hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Administration, the Seasonal & Sports Facilitator will handle bookings for sports fields, stadia, picnics, special events and special events equipment, show mobile, mobile stage and issuing of appropriate permits and contracts, including liaison with community organizations, minor sports groups, leagues and individual members of the public. Duties will include: coordinating and preparing daily service reports for parks staff on maintenance and functions that need to occur at noted facilities; negotiate allocations, troubleshoot areas of potential conflicts, handle safety concerns, settle conflicts for use and undertake appropriate follow-up; handle bookings for tournaments and make arrangements for special requirements; deal with complaints about facilities, including determining cause, inspecting for verification and directing to and follow-up with appropriate staff; prepare and process detailed costing, invoices, journal entries and bank deposits for special events, tournaments and sport fields to organizations; prepare and monitor work authorizations for department; assist in determination of playability of sports fields and decision to cancel games; act as a liaison between the Executive Director of Parks & Facilities, Parks Supervisors and Leisure Outreach staff on facility schedules, complaints, recommendations, schedule changes from organizations and required maintenance; will provide input in new park development related to needs of community in areas of sport fields. The Seasonal & Sports Facilitator will be responsible for liaising with third party insurance providers for user groups and with Corporate Risk Management with regard to insurance for users of City sports facilities and for special events; will provide input/research in response to damage claims against City of Windsor on sports fields; will coordinate and calculate internal/external departmental accounts receivables relating to parks, sports and seasonal facilities including third party damage claims and recoverable works. Will provide support and other administrative duties such as preparing and/or handling customized reports, reconciliation reports, Journal and Customer account adjustments and other reports as needed. Will be required to schedule Mic Mac Slow-pitch Tournament Facility and Soccer Complex. Will liaise and consult with the Coordinator for Community Special Events and Coordinator of Sports Services. Will be responsible for updating and maintaining information on the City's website, liaising with Corporate Communication and 311 for updates regarding local parks and sports fields. Will perform Occupational Health & Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency combined with a minimum of two (2) years post secondary education in the field of Business, Computer Science or Recreation.
- Must have over one year experience in financial systems in a computerized office environment utilizing the Microsoft Suite of Products such as WORD and Advanced Level in EXCEL.
- Must have strong sports background with knowledge of local sports organizations.
- Must have good oral and written communication skills as well as public relations and organization skills.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid Ontario Driver's license is required.
- Experience in CLASS, PeopleSoft or other database computerized systems will be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on January 3, 2013.