



FCSSC League Coordinator

The Opportunity

To join a fun, hard-working, member-focused organization that is committed to delivering the best recreational sport experience for adults in London and area. Apply your organizational talent to creating and delivering FCSSC's co-ed, recreational sports leagues, tournaments, outdoor adventures and social events year-round.

Responsibilities

Member Service:

- Impressing members with enthusiastic, timely, and detailed responses to all inquiries received by email, phone, social media and office walk-in
- Providing Game Coordinators with answers to questions asked during league play
- Proactively communicating with members regarding league play schedules, policies, and locations and more

League Operations:

- Coordinating all aspects of adult sports leagues: player registration & payment, facility booking, rostering, scheduling, equipment and more
- Continually sourcing new facilities to accommodate FCSSC's growing variety and number of different leagues
- Ensuring FCSSC has all necessary equipment when and where required; managing equipment inventory
- Resolving minor player/team spirit & other policy violations within the leagues

Special Event Coordination:

- Executing special event plans, from sign up to clean up
- Leading event staff on-site at FCSSC special events
- Completing all event follow-up

Other:

- Supporting the execution of FCSSC's marketing initiatives including, but not limited to, updating website content, and promoting FCSSC at festivals & other promotional events
- Contributing to set up and take down of seasonal facilities such as beach volleyball courts and soccer fields
- Completing FCSSC bookkeeping, as required

Working Hours

This is a full-time role. The League Coordinator works in the FCSSC office (downtown London). This role requires occasional hours in the evening and on weekends for leagues and special events.

Team

This is a critical role on a small team. This position reports to the Club Manager.

Qualifications

Track record and proven ability to:

- Coordinate lots of moving parts and manage high levels of detail
- Organize events with wow-factor
- Problem-solve, research information and locate resources quickly
- Build and foster great relationships with clients, colleagues, and partners
- Deliver an exceptional client experience, achieve high levels of customer satisfaction
- Create and follow processes and systems

You are:

- Personable, magnetic, an outgoing and positive presence in any room/crowd
- Super organized, super fun and super reliable
- A brilliant networker, passionate about creating connections and promoting healthy living, both mental and physical
- An effective communicator, committed to clear, professional and timely sharing of information

Other qualifications:

- Degree or Diploma in Business, Sports Management, Sports Marketing, or Recreation & Leisure preferred
- Social media savvy, strong computer skills and the ability to learn new things quickly
- A valid driver's license and personal transportation (having your own vehicle is essential)

Compensation

Base salary commensurate with qualifications. Health care benefits will be provided. 2 weeks paid vacation, plus unpaid vacation at year end (Christmas shutdown). Mileage for travel between league/event venues, and other business expenses will be reimbursed.

About the Forest City Sport & Social Club

The Forest City Sport & Social Club is the most FUN way to meet new FRIENDS, keep FIT, and get CONNECTED to all the great people and things that are happening in the city. FCSSC offers co-ed, recreational sport leagues, tournaments, outdoor adventures and social events. To learn more about FCSSC visit www.fcssc.ca.

To apply

Please email your resume to kyla@fcssc.ca and put the words "League Coordinator Application – Your Name" in the email subject. All applications must be received by Monday, March 11, 2019.

Only those candidates selected for an interview will be contacted. No phone calls please.

Target start date for the successful League Coordinator is early April.