

**JOB DESCRIPTION**

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|--------------------------|--|---------------------|--------------------|
| <b>POSITION:</b>         | <b>SEASONAL &amp; SPORTS FACILITATOR</b> |                     |                    |
| <b>DEPARTMENT:</b>       | Recreation & Culture                     | <b>UNION:</b>       | C.U.P.E. Local 543 |
| <b>LOCATION:</b>         | Various                                  | <b>JOB CODE:</b>    | 543174             |
| <b>HOURS OF WORK:</b>    | 33.75                                    | <b>GRADE/CLASS:</b> | 0.12               |
| <b>SHIFT WORK REQ'D:</b> | No                                       |                     |                    |

**DUTIES:**

Reporting to the Manager of Administration, this position will handle bookings for seasonal sports facilities (sports fields, stadia, etc.), 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; assist in determination of playability of sports fields and decision to cancel use for games and/or practices; act as a liaison between the Executive Director of Parks, Senior Manager of Facilities, Parks Supervisors and Recreation staff on facility schedules, complaints, recommendations, schedule changes from organizations and required maintenance; will provide input into new park development related to the 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 all City of Windsor Tournament Facilities. Will liaise and consult with the Coordinator for Community Special Events and Coordinator of Sports Services. Will liaise 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 plus a minimum of two (2) years of post secondary education in the field of Business, Computer Science or Recreation;
- Must have over one (1) year of 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 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 and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- 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;
- Experience in CLASS, PeopleSoft or other database computerized systems will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff**

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of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.