



Position: Fall/Winter Campaign - Program Leader, Sports

Competition Number: 2012-EX-EN-50294195-01

Competition posting date: 2012.07.06, closing date: 2012.08.06

Parks, Recreation and Cultural Services

1 or More Part Time Continuous Positions - Up to 24 hours per week

Various shifts: days, evenings, and weekends.

Affiliation: CUPE Local 503 - Part-Time (Recreation and Culture)

Salary: \$11.335 to \$12.218 per hour (2012 Rates of Pay)

Primary Location: This position is available in multiple locations.

Job Summary

The Program Sport Leader is responsible for monitoring, supervising, and evaluating the direct involvement of site specific Sport Programs. Responsibilities include site coordination, supervision, direction of participants, cash handling, customer service, risk management procedures and general administrative tasks.

Education & Experience

Grade 10 minimum.

Minimum one (1) year of experience in an administrative / cash handling role and working with the public.

Previous experience in leading recreation sporting activities, and providing direction to participants.

Language, Certificates & Licenses

- English oral, reading, writing required.
- French oral, reading, writing is considered an asset.
- Standard First Aid.
- CPR "C".
- AODA - Accessibility for Ontarians with Disabilities Act (legislated training required by 2010); Customer Service (Servability Training).
- A Police Record Check is required to work in this position on or before your first day of work.

Knowledge, Competencies & Skills

- Demonstrated confidence and experience is necessary in specific and o/or generalized sports as program requires.
- Develops a working knowledge of the Department's facilities and programmes in order to make appropriate referrals to other sites as required.
- Excellent organizational skills and ability to multi-task.
- Demonstrated effective problem-solving skills, decision-making and judgement.
- Able to maintain records.
- Ability to work effectively in both a team setting and independently with minimum supervision.
- Positive and effective communication and customer service skills.



- Demonstrated leadership abilities.
- Ability to relate positively and effectively with a wide diversity of people.
- Understanding of Corporate cash handling policies and procedures.
- Able to work in an environment, which has multiple demands and changing priorities.

*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to How to Apply for a Position on our career site.*

*If you are not able to apply on-line, please submit your resume and covering letter indicating the **Competition number** by mail or by Fax:*

*City of Ottawa
Recruitment & Staffing
110 Laurier Ave. West, 5th Floor
Ottawa, Ontario K1P 1J1*

Fax: 613-580-4762

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.