Job Description

Regina Rec League is committed to providing the greatest recreational and social experience possible to all of our players and teams. RRL is Regina’s largest adult co-ed recreational sports league and social club. RRL is a great way to stay active, have fun with friends, and meet new people. RRL offers a line-up of 12 different sports leagues, tournaments, and events on several nights with various skill levels. There really is something for everyone.

Responsibilities

This position will assist with the development, implementation and management of all operational functions of the league including day to day activities, marketing and event execution, and additional projects as assigned.

Various examples would include:

- Hire, coach, train, supervise, evaluate and schedule all staff.
- Work directly with various user groups and stakeholders.
- Develop, promote, plan and implement all leagues and tournaments.
- Make decisions and solve problems regarding players concerns and other player’s behavior.
- Data entry such as scheduling, entering scores, creating divisions.
- Planning and executing different events
- Creating and maintaining partnerships with various sponsors
- Maintain and grow social media presence
- Marketing the league through various platforms

Post-Secondary and Experience

- Degree or Diploma in Marketing, Events Management, Sport and Recreation Management, Business Administration, or similar is preferred
- Experience in customer service.
- Experience managing in fast paced environments.

What Features We Are Looking for in a Candidate

- Energetic and outgoing
- Passionate about sports
- High level of commitment and availability
- Customer service oriented
- Good communication skills
- Versatile and able to multitask
- Able to work under tight deadlines
- Experience and comfort working in front of large crowds
- Able to work flexible working hours, evenings and weekends
- Self-starter
- Ability to work independently
- Detailed oriented
- Knowledge of digital marketing

Job Type: Full-time

Salary: $40,000.00 /year

Qualifications

- Graduate of post-secondary program
- Resident of Regina, SK.
- Certified driver’s license.