

# **BMO Soccer Center**

## **Job Title: BMO Soccer Center Evening Supervisor**

The BMO Soccer Centre (BMOSC), a twenty three million dollar (\$23M), year-round, world-class, multisport facility, opened its doors on October 27, 2011. With numerous configurations, and the capacity to accommodate a wide array of special events and sport functions, the BMOSC is proving to be a second home for youth and adults throughout the Province.

We are seeking an evening supervisor for our facility staff to join our team!

**Full Time:** 35+ hours a week, flexible schedule, evenings and weekends. Hourly pay.

### **Job Title: BMO Soccer Center Evening Supervisor (Monitor)**

**Job Location:** Halifax, Nova Scotia

**Location of work:** 210 Thomas Raddall Dr, B3S 0J2

#### **RESPONSIBILITIES:**

- Creating team schedules and delegating tasks to ensure proper workflow
- Continuously monitoring employee performance and identifying areas of improvement
- Ensuring team members meet deadlines for key projects and tasks
- Addressing any concerns or issues identified by team members
- Provides quality service by enforcing quality and customer service standards.
- Receive users of and visitors to the facility
- Provide training and oversee the orientation of new employees to get them up to speed on the policies and procedures within BMO SC
- Perform cleaning duties, and keep buildings in clean and orderly condition
- Maintain a safe and healthy work environment by establishing and enforcing organization standards and adhering to BMO SC policies and procedures
- Maintain required records – Task logs, Incident reports, and digital schedule board.
- Monitor non-playing activity
- Supply facility information upon request
- Become knowledgeable on the operations of the facility systems and equipment as required
- Answer the office phone
- Additional tasks when required

#### **QUALIFICATIONS:**

- Leadership and team management skills
- Attention to detail
- Problem-solving and decision-making skills

- Excellent communication skills
- Time management and organizational skills
- Ability to instill positivity within a team and keep them motivated.
- Work hours as per assigned weekly schedule (flexible)
- Safety management
- WHIMIS certified (training can be supplied)
- Valid Criminal record and vulnerable sector check
- CPR first Aid Certified

**Education, Experience, and Licensing Requirements:**

- High school diploma, GED, or equivalent
- Bachelor's or associate degree in business or management preferred
- Post-secondary education or equivalent experience
- Facility management experience an asset

Pay Range \$18.50 - \$20.00 CAD, three month probation (wage increase)

Canadian citizen, or able to work full time in Canada (Nova Scotia)

**Submit your resume and cover letter to:**

**opportunities@soccerns.ca**

**applications will be accepted until 4:00pm on August 25th, 2023.**