



## Youth League Registration Desk

### Main Responsibilities

#### Ongoing

- Registration Desk
- Opening and closing procedures of Youth Leagues desk
- Check in players as they arrive and identifying any gaps (replace missing goalies)
- Keep tournament standings up to date as each game sheet is returned (on computer and on standings boards located at desk)
- Prepare game sheets for evaluators
- Notify players of their dressing rooms
- Dealing with questions and concerns of patrons
- Help maintain the cleanliness of facility at all times
- Other duties as requested by Programs Manager or Coordinator

### Health & Safety Responsibilities and Accountabilities

Responsible for ensuring that all areas covered by Occupational Health & Safety Act ("OHSA") are adhered to, specifically:

- Working in compliance with the provisions of the OHSA, regulations and internal policies and procedures
- Using or wearing protective equipment, devices or clothing when required
- Reporting any missing or defective equipment or protective device which could endanger himself or herself or another team member
- Reporting any contravention of the OHSA, regulations or Senators Sports & Entertainment policies and procedures

### Training

Responsible for completing on-line training modules including, but not limited to:

- Accessibility for Ontarians with Disability (AODA)
- AODA, the Integrated Accessibility Standard
- Back & Lifting Safety Training
- Ontario Supervisor Health & Safety Awareness
- Ontario Worker Health & Safety Awareness
- Workplace Hazardous Materials Information System
- Violence and Harassment in the Workplace

May also be required to attend on-site training sessions as scheduled (eg. customer service).

### Job Requirements

- Able to work flexible hours (evenings, nights, weekends, holidays)
- Familiarity with the rules of hockey and strong skating background (experience as a player, coach, or referee in organized minor hockey an asset)
- Experience working with children
- Strong customer service skills
- Excellent communication skills (oral)
- Ability to work under pressure and adapt to ever-changing environments
- Strong work ethic
- Referee certified is an asset
- Bilingualism is an asset
- Team player
- Responsible and dependable

To apply, please submit your resume to [employment@sensplex.ca](mailto:employment@sensplex.ca).

Please reference **Youth League Registration Desk** and **location** you are applying for in the subject line.