



Human Resource / Staffing Manager

Since 1993, the Royal City Soccer Club has hosted unique summer soccer day camps to over 300,000 boys and girls between the ages of 5 and 13 years. With operations in 6 provinces and over 100 locations across Canada, we are the largest camp of its kind.



RCSC is looking to hire 2 full time, year round HR /Staffing Managers.

Areas of Responsibility:

- Recruit, interview, hire and train summer day camp staff for several locations
- Manage payroll system
- Manage and enhance ongoing employee engagement
- Maintain a staff schedule for several camp locations
- Coordinate with other managers/staff for all funding programs
- Oversee the Volunteer program
- Assist with Customer Service and camp registration where needed
- Oversee employee investigations and resolutions to employee relation issues
- General day to day operation support
- May assist with marketing campaigns & social media marketing (where necessary)
- General Office Administration
- Champion the culture, vision, values and goals of the organization

Qualifications and experience:

- University degree/College diploma (preferably in related field such as Human Resources, Recreation & Leisure, Business or Sport Management)
- Previous HR experience is preferred
- Previous experience in a camp setting is an asset
- Relationship builder, approachable personality
- Resilient & confident
- Action oriented, ability to work independently efficiently
- Great leadership, communication and organization skills
- Effective team player in a dynamic, fast-moving environment

Location: 1251 Northside Rd, Burlington, Ontario, L7M 1H7

Hours: approx. 40 hours/week (Monday to Friday)

Salary: to be discussed in interview

To Apply: Email cover letter and resume to jobs@royalsoccer.com by October 31, 2018

