



Job Posting

Position Title: Coordinator, Tournaments and Events
Department: Events
Status: Full-time, salary
Reports to: Associate Director, Events
Location: Langley Events Centre

Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. We are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization in one of the most unique and exciting employment environments available.

LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

Position Overview:

Reporting to the Associate Director, Events, the Coordinator, Tournaments and Events is responsible for organizing and overseeing a number of sporting events, being the Event Lead for recurring sporting events, and collaborating with other departments to ensure the smooth execution of events.

Primary Duties and Responsibilities:

- Serve as the Event Lead for all sporting events
- Assign daily responsibilities and provide technical guidance and direction to tournament and game day staff, as well as minor officials and game directors
- Liaise with LEC partners to create and implement programs and tournaments
- Plan, organize, implement and execute LEC based leagues
- Assist with planning, organizing, implementing, and evaluating local, regional, provincial, national, and international sporting events
- Communicate with other departments and partners to ensure financial targets and objectives are met
- Develop and implement plans to ensure efficient and effective usage of the gymnasium facilities
- Provide excellent customer service to all LEC partners, teams, tenants, and guests
- Other duties as assigned

Skills and Abilities:

- Team oriented
- Excellent customer service skills and a personable approach
- Excellent leadership skills



**SPORTS AND
ENTERTAINMENT**

- Strong written and verbal communication skills
- Experience organizing and hosting tournaments and events
- Ability to trouble shoot in a fast-paced environment and within tight deadlines
- Proficiency in Microsoft Office Suite
- Experience with using a booking software an asset
- Willingness and ability to work a flexible work schedule based upon facility and event schedules

Qualifications:

- Completion of post-secondary education in a discipline such as sport or event management, or business administration, or other related discipline
- Minimum one year of experience with event or tournament coordination
- Willingness to complete a Police Information Check
- Valid First Aid Level 1, CPR, and AED Certification, or equivalent will be required to be maintained during employment

HOW TO APPLY:

Interested individuals are asked to submit via email: careers@tfse.ca:

- A) A brief cover letter;
- B) A resume detailing your skills and experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE and LEC.

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.