

Variety Village Job Posting

Position:	Coordinator, Community Based Programs
Reports to:	Manager, Facility & Programs
Status:	Full-Time, Supervisory
Location:	Variety Village, Scarborough ON

Summary:

Reporting to the Manager, Facility & Programs the incumbent will be responsible for overseeing the safe and efficient operation of the Aquatics, Leadership and Fieldhouse Programs while being flexible to provide backup in facility coverage and camps. Maintaining a safe and enjoyable environment is a priority. Responsibilities will include the supervision of staff and volunteers, and handling related administrative and scheduling duties, including staff training and performance management and member inquiries. The successful candidate will lead by example and encourage cooperation and teamwork while being responsive to feedback from coworkers and members. The incumbent will also have broader responsibilities in terms of the duties shared in overseeing other areas of the facility on a scheduled basis.

Responsibilities include, but are not limited to:

- Planning, implementing and evaluating a wide variety of adapted programs;
- Session creation and program management within organization CRM;
- Promoting active living opportunities for people with disabilities;
- Managing effective scheduling of staff each session and confirming hours for payroll in WhenIWork;
- Supervising staff, including performance management, providing feedback and guidance;
- Assisting in the development of annual budget for the department;
- Actively participating with Human Resources department in the recruitment of staff;
- Assisting with the supervision and running of other programs/areas as required;
- Ensuring active participation by people of varied abilities in programs;
- Ensuring staff provide members and visitors with an excellent customer service experience;
- Outlining lesson plans and discussing with other Coordinators, Manager and Director;
- Recruiting participants for programs, teams and special events;
- Teaching and guarding and occasionally assisting with coaching as required;
- Maintaining own role-required qualifications and ensuring staff also maintain current required qualifications;
- Assisting in the organization and running of Staff In-service training sessions throughout the year;
- Overseeing the maintenance, ordering and checking of program related equipment, ensuring it is in good working order;
- Ensuring all legislative requirements are adhered to in Aquatics, Fieldhouse and all programs;
- Having an acute awareness of established Variety Village emergency protocol procedures;
- Encouraging teamwork including motivating/assisting staff, reporting to Coordinators as necessary;

- Maintaining accurate participant attendance and evaluation records;
- Attending staff meetings as required;
- Making recommendations regarding programs and program delivery;
- Representing Variety in a professional manner at all times;
- Ensuring staff are trained and conduct their duties in line with all Health and Safety, AODA and Plan to Protect policies and regulations;
- Assisting at major Variety Village events;
- Handling other duties as assigned.

Qualifications and Key Competencies:

- Valid Standard First Aid w. CPR-C, National Lifeguard and, Lifesaving Society Swim Instructors essential; advanced Leadership certifications an asset;
- Appropriate post-secondary education in Recreation / Leisure, Sports Administration, Physical Education;
- Previous success in a supervisory role;
- Excellent leadership, communication and organizational skills;
- Proven self-starter with the ability to work independently or as part of a team;
- The ability to work a flexible schedule within core Aquatics hours;
- Experience in adapted physical education and instruction and knowledge of Health & Safety protocols;
- Experience in integrated programming;
- Experience with CRM and staff scheduling software an asset;
- Knowledge of recreational Aquatics programs, including adapted programming and service;
- Disability awareness including programming, accessibility provisions, adapted equipment and adapted sport/recreation programming.

For more information on Variety, visit www.varietyonario.ca

To apply, kindly submit your resume along with a cover letter, including salary expectations, to the email address below by **February 16, 2024**. Applicants should be prepared to participate in a multi-step interview process. The successful applicant will be required to complete a criminal record check.

humanresources@varietyontario.ca

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should make their requirements known when contacted.

Only those individuals selected for an interview will be contacted, but we take this opportunity to sincerely thank all who applied for their interest.