



## Variety – the Children’s Charity Ontario & Variety Village Job Posting

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|------------------------|---------------------------------------------------------------------------|
| <b>Position Title:</b> | Recreation Lead – Facility                                                |
| <b>Reports to:</b>     | Coordinator, Facility                                                     |
| <b>Job Type:</b>       | Full-Time, 1 Year-Contract                                                |
| <b>Hours:</b>          | 35 hours per week                                                         |
| <b>Location:</b>       | Variety Village- Scarborough, ON                                          |
| <b>Rate:</b>           | \$23.00 – \$27.00 per hour, <i>based on experience and qualifications</i> |

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### Who we are:

*Located in southwestern Scarborough, Ontario, Variety Village is an inclusive, adaptive, and family friendly facility serving more than 30,000 individuals each year. Variety Village has had, and continues to have, a profound impact on the lives of people with disabilities and their families. Through adaptive sport and recreation programming, outreach and education, Variety promotes inclusion and healthy living through adapted physical activity.*

### Job Summary

The Recreation Lead – Facility is responsible for supporting the daily operations of Variety Village’s facility to ensure a safe, inclusive, and well-maintained environment for members, participants, and staff. Working closely with the Facility Coordinator, this role provides on-the-ground support and coaching to part-time staff, oversees equipment setup and maintenance, ensures facility readiness for programs and events, and assists with safety and accessibility initiatives. The ideal candidate has strong organizational and communication skills, demonstrates leadership and initiative, and brings experience in recreation facility operations.

### Responsibilities include, but are not limited to:

- Ensure that all facility operations follow Variety Village’s policies, expectations, and guidelines, including:
  - Facilitating inclusive and active programming that promotes well-being.
  - Maintaining a safe, stimulating environments for all participants.
  - Promoting active living and engagement opportunities for individuals with disabilities.
  - Understanding and executing emergency protocols, procedures, and safety policies.
  - Responding to and providing appropriate treatment during emergencies.
  - Actively working in and/or supervising various areas of the facility.
- Provide oversight and support to part-time staff by:
  - Assisting with finding coverage when needed.
  - Offering on-the-job coaching and support.
  - Ensuring administrative duties are completed accurately and on time.
- Assist with equipment maintenance and inventory, including:
  - Conducting regular equipment checks to ensure proper function.
  - Completing monthly pool and equipment inspections.
  - Ensuring emergency equipment is stocked, operational and replaced when needed.



- Perform administrative tasks such as:
  - Maintaining accurate records for facility operations.
  - Completing additional administrative duties as assigned.
- Support staff development by:
  - Coaching and evaluating staff performance.
  - Reporting any concerns or issues to the Coordinators.
  - Assist in training and orientation with new hires and seasonal trainings.
- Participate in team development and training:
  - Attending staff meetings and training sessions, including seasonal in-services for the positions they hold in the company.
  - Demonstrating required National Lifeguard physicals and related skills when necessary.
- Performing other duties as assigned to support the overall success of the facility and its programs.

#### **Key Competencies:**

- Post-secondary education in Recreation/Leisure, Sports Administration, or Physical Education is a strong asset.
- Current and valid certifications required:
  - National Lifeguard – Pool
  - Standard First Aid with CPR-C & AED
- Lifesaving Society Swim Instructor (or equivalent), Airway management, Lifesaving and First Aid Instructors qualifications, and/or Crisis Prevention & Intervention training a strong asset.
- Minimum of 2 years working as a lifeguard.
- Excellent leadership, communication, and organizational skills.
- Strong customer service and public engagement skills.
- Dependable, reliable, and punctual.
- Strong decision-making and problem-solving abilities.
- Ability to work independently and follow direction effectively.

Interested applicants should submit their covering letter including salary expectations and resume to the email below by **December 5, 2025**. Please note that selected applicants will be required to participate in a multi-step interview process. A criminal check will also be required.

[humanresources@varietyontario.ca](mailto:humanresources@varietyontario.ca)

Variety is committed to building an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from those who are passionate about contributing to a workplace culture where everyone feels valued and included. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and anyone who can add to the diversity of our team. We offer accommodation to applicants with disabilities throughout our hiring process, upon request.

*We thank all applicants in advance and advise that only those selected for an interview will be contacted.*

*For more information visit [www.varietylvillage.ca](http://www.varietylvillage.ca)*