



Key Details:

Job Title: Coordinator, Aquatic & Leadership Programs

Type: Full-time, 35 hours per week

Location: 3701 Danforth Avenue, Scarborough, ON M1N 2G2. This is a fully on-site position. The successful candidate is required to work from the Variety office during regular business hours.

Salary: \$48,000 to \$55,000/year, based on experience and qualifications

Deadline: Submission of cover letter and resume are due no later than April 10th, 2026.

Reports to: Manager, Programs

Vacancy: This is a position to be filled.

AI Disclosure: Variety does not use artificial intelligence or automated tools to screen, assess, or make hiring decisions. All applications are reviewed by our hiring team.

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 accommodations to applicants with disabilities throughout our hiring process, upon request. More information about Variety is available at www.varietyonario.ca

We thank all candidates for their submission. Only shortlisted candidates will be contacted with further details regarding the next stage(s) in the interview process, which will include in-person interviews and a practical component.

About Us:

VARIETY GROUP OF COMPANIES OVERVIEW

There are three companies that make up the Variety Group of Companies (Variety):

- Variety - the Children's Charity (Ontario)
- Variety Village
- Variety Club of Ontario – Tent 28

Variety - the Children's Charity (Ontario) supports programming for children with a disability at Variety Village and throughout the province. Variety programming is inclusive and powered by sport, transforming the lives of individuals and families, while creating more inclusive communities across Ontario.

Variety -the Children's Charity (Ontario) is funded through individual donors, corporate sponsorship, fundraising activities, federal and provincial governments, and foundations.

Variety - the Children's Charity (Ontario) is part of an international charity that has been in operation since 1928. The charity began in Pittsburgh and spread throughout the United States. The chapter in Ontario was the first chapter outside the United States and is now one of the 5 Variety Chapters in Canada. It was founded in 1945, and the original mission of the charity was to build a school for boys with a disability who could not receive an education in the mainstream school system. The school was called Variety Village. Variety Village operated as a school until it became a centre of para-sport excellence.

Since the 1970s, Variety athletes and coaches have represented Canada at every summer Paralympic games. Currently, Variety Village is a 170,000 square foot facility and operates as a fitness centre for the general community as well as offering programs, training and camps for children of all ages and abilities.

Vision Statement:

“A Welcoming Community and World-Renowned Facility that Empowers All.”

Mission Statement:

“As a Charity, we embrace a people first philosophy, prioritizing inclusivity and support for all. Our Mission is to empower individuals to connect, thrive, and achieve their personal bests.”

Values:

Inclusivity: We host events, deliver programs, and create programs for all.

Respect: We foster a culture of mutual and equal respect.

Trust: We create a safe and trustworthy environment for active participation and are a trusted source of expertise.

Empowerment: We facilitate personal growth and development.

The Opportunity:

Reporting to the Manager, Programs, the Coordinator will be responsible for overseeing the safe, inclusive, and efficient delivery of the aquatic and leadership programs, including sessional programs offered during evenings and weekends, as well as summer and school break camps. The role includes supervising staff and volunteers, coordinating administrative and scheduling duties, curriculum development, supporting staff training, performance management, and participant and caregiver inquiries. The successful candidate will lead by example, fostering teamwork, and responsiveness to feedback from coworkers, participants, and caregivers. The Coordinator will also take on shared responsibilities across other program areas on a scheduled basis.

Key Areas of Responsibility

Supervision, Leadership and Staff Development:

- Recruit, train, manage and guide aquatic and leadership program instructors and camp staff to promote positive employee relations, morale, innovation and productivity.
- Develop and implement processes to support program quality and performance monitoring.
- Maintain current knowledge of technical skills to support staff development.
- Schedule camp and program staff effectively each session and confirm hours for payroll in the When I Work scheduling application.
- Ensure all staff are trained and follow Health and Safety, AODA and Plan to Protect policies and regulations.

Program Development and Delivery:

- Lead aquatic and leadership programming for 5 hours a week.
- Identify trends, growth opportunities and areas for improvement for future programming.
- Develop and update aquatic and leadership program curriculum for the aquatic and leadership programs and camps.
- Build and implement action plans to meet targets and potential growth of aquatic and leadership programs.
- Assist the Manager with marketing and business planning.
- Promote and create awareness of programs and develop strategies to increase recruitment and retention.

Administration:

- Prepare registration for aquatic programs, leadership courses and camps.
- Prepare reports and analyze data on customer satisfaction, registration numbers, revenue and expenses.

- Manage session creation and program management within the organization's CRM system.
- Maintain accurate attendance and evaluation records for participants and campers.
- Oversee the ordering and inventory of program and camp related equipment, ensuring it is in good condition.
- Ensuring accurate attendance is kept for all programming.
- Review, follow up and file all program and camp related incident reports.
- Maintain accurate inventory logs and ensure the aquatic equipment room and leadership storage is organized, clean, and efficiently managed.
- Liaise with the Volunteers Department to coordinate, support, and integrate program and camp volunteers into daily operations.
- Liaise with the HR Department to lead and support the implementation of the staff mentorship program for program and camp staff.
- Track all program, camp, and athletic club staff certifications, and notify staff of upcoming expirations.
- Lead Ontario Camps Association (OCA) Standards compliance, including overseeing the standards audit process, ensuring all requirements are met, and serving as a Standards Visitor on behalf of Variety Village for other camps.

Customer Service and Community Development:

- Ensuring inquiries regarding aquatic and leadership programming are responded to in a timely manner.
- Connecting with participants and caregivers to support their progression through programming.
- Provide excellent customer experience by anticipating and resolving inquiries and concerns, requests promptly.
- Represent Variety Village on external committees, associations, and working groups to gather information, discuss emerging trends, best practices and challenges, and develop partnerships.
- Attend community fairs and expos to promote Variety Village programs, camps, and athletic club teams.

Budget:

- Assist in developing the department's annual budget.
- Track, monitor and analyze program registration numbers.
- Manage current program related expenditures, ensure compliance with approved budgets and sign off processes.

Other duties as assigned to support departmental and organizational needs.

Qualifications & Key Competencies

- Current holder of Lifesaving Society Swim Instructor, National Lifeguard Award and Standard First Aid and CPR-C.
- Completed or be working towards Lifeguard Instructor or Lifesaving Society Instructor Trainer an asset.
- Lifesaving Examiner status an asset.
- Post-secondary education in Recreation / Leisure, Sports Administration, Physical Education, Disability Studies or in an equivalent field.
- Demonstrated success in a supervisory role or leadership role.
- Excellent leadership, communication and organizational skills.
- Proven self-starter with the ability to work independently or as part of a team.
- Flexibility to work within the core Life Skills and Respite program 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 adapted programming.
- Knowledge of disability awareness including programming, accessibility provisions, adapted equipment and adapted sport/recreation programming.

How to Apply:

Expressions of Interest should include a resume and cover letter addressed to Human Resources at humanresources@varietyontario.ca