



**Key Details:**

**Job Title:** Coordinator, Athletic Club and Sports 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 \$52,000/year, based on experience and qualifications

**Deadline:** Submission of cover letter and resume are due no later than May 29<sup>th</sup>, 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](http://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 Athletic Club and sport programs, including sessional programs offered during evenings and weekends, and 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 Coordinator will lead by example, fostering a positive team culture, and responsiveness to feedback from staff, participants, and caregivers. The role also includes shared responsibilities across other program areas as required.

## Key Areas of Responsibility

### Supervision, Leadership and Staff Development:

- Recruit, train, supervise and support recreational program instructors and camp staff.
- Foster a positive work culture focused on teamwork, inclusion and performance.
- Monitor staff performance and support ongoing mentoring, feedback and development.
- Maintain current knowledge of technical skills to support staff development.
- Schedule program staff using the When I Work scheduling application to approve hours for payroll.
- Ensure all staff are trained and comply with Health and Safety, AODA and Plan to Protect policies and regulations.
- Maintain up-to-date knowledge of technical and program-specific skills to support staff development.

### Program Development and Delivery:

- Lead multisport programming and recreational programming for 5 hours a week.
- Identify trends, gaps and opportunities for program growth and improvement for future programming.
- Develop and update recreational and multisport program curriculum for the sport programs and camps.
- Develop and implement action plans to meet program targets, support growth opportunities, and work with Head Coaches to increase athletic club participation.
- 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 year-round recreational programming, athletic club teams and camps.
- Prepare reports and analyze data on customer satisfaction, registration numbers, revenue and expenses.
- Manage program scheduling and program management within the organization's CRM system.
- Maintain accurate attendance and evaluation records for participants, campers and athletes.
- Oversee the ordering and inventory of program, camp and athletic club related equipment, ensuring it is safe and functional.
- Ensure accurate attendance is kept for all programming.
- Support Head Coaches with athletic club registration.
- Assist with sports program and camp registration, including the preparation of program guide and input program data into CRM Software.
- Track and monitor department-wide outstanding balances through our CRM software and follow up as needed.
- Assist Head Coaches with coordinating travel arrangements for competitions and events.
- Review, follow up and file all program, camp and athletic club related incident reports.

- Support Head Coaches with team communications and interactions with athletes and parents, including conflict resolution.
- Maintain accurate inventory logs and ensure the equipment room is organized, clean, and efficiently managed.
- Collect and compile monthly staff newsletter content from the Programs Department, including important dates, staff reminders, and key updates.

#### Customer Service and Community Development:

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

#### Competition/Event Management:

- Support Head Coaches with planning and execution of annual team events including, but not limited to, Toronto Taekwondo Open, Weightlifting Competitions, and Santa Splash Swim Meet, Special Olympic Swim Meet, VOLT Hockey Tournaments, Indoor Track Meets.
- Act as the on-site support for any in-house competitions or events.
- Plan, coordinate, and execute the Athletic Club banquet and awards ceremony, including logistics, timelines, and event details.

#### 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**

- Post-secondary education in Recreation / Leisure, Sports Administration, Physical Education, Disability Studies or in an equivalent field.
- Valid Standard First Aid with CPR-C.
- 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.
- Flexibility to work within program delivery hours, including evenings and weekends.

**How to Apply:**

Expressions of Interest should include a resume and cover letter addressed to Human Resources at [humanresources@varietyontario.ca](mailto:humanresources@varietyontario.ca)