

Youth Program and Facility Coordinator

Monarch Park Stadium – Toronto, ON

Full-Time Employment

Toronto's most innovative sports facility, Monarch Park Stadium (MPS), is looking for a Program Coordinator to assist in leading the day-to-day operation of its children's programming, including After School Club, Summer Camp, PA Day Camp, March Break Camp and Sports Club. The Coordinator is also responsible for assisting with the organization of Track Memberships, Fitness Groups and the general operation of the facility.

To qualify for this position, candidates must be able to concretely demonstrate that they are able to self-start; go above and beyond; lead and work as part of a team; and strike a balance between seeking approval and making executive decisions. Experience working with children and a personal interest in sports and recreation are both assets to this position.

Job Description – Youth and Facility Coordinator

Under the supervision of the Manager of Operations, the Youth Program and Facility Coordinator is responsible for effectively and efficiently assisting with MPS Youth Programs as well as the operations of the sports and recreational facility. This includes: program planning and implementation; managing issues and communication; providing team supervision and leadership and the overall running of the facility. Characteristic duties and responsibilities include (but are not limited to):

- Program Planning – Advance planning of the day-to-day program with a focus on age-appropriate sports and games, as well as creative themes; organizing and overseeing excursions, snacks and special events during youth programs; administrative tasks to organize programs
- Supervising Instructors –Overseeing instructors as they deliver the program, including constant and effective two-way communication, creating schedules and organizing meetings
- Youth Program Instruction – Working directly with children in program, forming personal connections with kids and parents in order to facilitate issues, maintain regular communication and to foster a safe and happy environment.
- Issues Management – resolve issues effectively and professionally; regularly reporting to Manager regarding resolved and ongoing issues, ensure appropriate follow-up to completely resolve issues; propose operational change for systemic issues and upper management and implement as required

- Facility Coordination – Move equipment to prepare for rentals, perform general custodial duties including emptying trash, sweeping floors and cleaning surfaces, respond to facility needs and emergency requests of facility users
- Reception/Front Desk – greeting customers; answering phone; fielding questions from customers; monitoring track and field use to ensure general rules are followed

In addition, the Youth Program and Facility Coordinator is required, as needed, to work as part of a larger team that runs the overall facility. This work will include, but is not limited to working reception, providing customer service, and participating in various aspects of general maintenance.

Qualifications and Skills

- Three to five years of experience in the recreation/sports industry/child care
- Organized, creative and able to adapt under pressure
- Excellent problem solving and decision making skills. An understanding of how and when to resolve issues and keep upper management in the loop.
- College/university degree in sport, recreation or child care
- Friendly, outgoing personality.
- Ability to work independently, as well as part of a team;
- Ability to multi-task various competing and equally important tasks/initiatives;
- Supervising experience an asset
- Flexible schedule, including the ability to work evenings and weekends;
- Customer service experience an asset;
- Ability to follow verbal and written instructions;
- General computer and numeracy skills;
- Ability to perform various clean up and maintenance tasks as needed

Compensation:

- \$30,000 - \$35,000 base salary depending on experience and performance.

Hours:

- This position works 40 hours a week including evenings (until midnight) and weekends