

WINDSOR COMMUNITY CENTRE: PROGRAM COORDINATOR JOB POSTING

This position is currently a six-month contract position; however, the intent is for the position to become permanent. The position, reporting to the Windsor Community Centre Board of Directors, is responsible for developing, executing, and coordinating all recreation, sport, and special interest programming at the Windsor Community Centre.

There is also an emphasis for this position to develop community relationships and explore new programming based on the changing needs of community members. The hours are varied and flexible.

WCC VISION

To provide quality programming & activities that enhances the well-being of all members of our diverse community.

WCC MISSION

To foster community pride and inclusion through a strong commitment to respect, equality, and accessibility.

WCC MANDATE

To support children and families in their emotional, physical and mental growth and development.

Authority

Working within the parameters set by the Board, the Program Coordinator functions with a degree of autonomy in respect to the full program offering of the community centre, while acknowledging the collaborative nature of the role.

Position Responsibilities

- Develops sport, culture and recreation-based programs and update current community programs including but not limited to fitness and recreation programming, special interest workshops, older adult programming, school PD days, winter/spring breaks, summer programs.
- Ensure a variety of programs and workshops are offered by the community centre to meet the needs of the community constituency.
- Maximize public understanding and increase awareness of the benefits of attending programming and workshops at the Windsor Community Centre.
- Identify trends and evaluate current programs/workshops to ensure a high degree of innovation and quality in services.
- Plan and apply for all grant subsidies (Municipal, Provincial and Federal) for programs and workshops to maximize revenue and optimize customer satisfaction. Solicit donations, sponsorships or advertising where grant subsidies are unavailable.
- Develop and implement policies and procedures that support the delivery of all programs and workshops.
- Assist in the projection, recommendation and control of budget items related to all programs and workshops.

- Recruit, train, and provide ongoing support of instructors, facilitators, and volunteers to ensure retention.
- Coordinate and communicate programming and workshops with the rental coordinator, janitor, and receptionist to ensure clear communication is maintained.
- Provide monthly progress reports to the Board of Directors and attend board meetings as requested/required.

Qualifications

- Training in recreation management, or a combination of relevant experience.
- Warm, friendly, and accommodating approach to welcoming people to the Windsor Community Centre and responding to enquiries.
- Ability to handle multiple demands, changing priorities and time pressure.
- Irrefutable honesty, reliability, commitment, and work ethic.
- Excellent organizational and time management skills, attention to details essential.
- Good computer skills– Microsoft Office Suite, Google Workspace, ability to work on the cloud and in email.
- Well-developed problem-solving skills and ability to coordinate multiple programs and workshops congruently.
- Comfortable working in a progressive and inclusive environment.
- Must be accountable and self-initiator capable of working independently with autonomy and as part of a team.
- Must be able to communicate effectively with the public, customers and stakeholders in a professional and friendly manner.
- Clear Criminal Record and Child Abuse Registry Checks

Hours & Salary

Approximately 10 hours per week. Hours will vary and are flexible, depend on programming, activities and workshops. Some evening and weekend hours. Remote work possible.

\$17.00 per hour plus 4% vacation pay.