



JOB DESCRIPTION

APPOINTED: ADULT SPORT AND FITNESS COORDINATOR

(REVISED APRIL 2015)

GOAL OF POSITION:

- To coordinate all adult sport and fitness programs for the Forest Heights Community Association (FHCA).

RESPONSIBILITIES:

- To plan and organize fitness and sport programs for adults.
- To assist in hiring qualified instructors for the programs.
- Initiate contracts for all paid staff and finalize with Program Manager.
- Attend program development and planning meetings.
- Coordinate supply requests for each session.
- Newsletter submissions are due three times a year (update description, times, and dates if needed).
- Deal with participant, instructor and assistant questions and issues in a timely manner.
- Ensure instructor binders are ready and complete for every session
- Distribute and collect instructor and participant evaluations
- Abide by the FHCA Constitution.
- Coordinators may attend the FHCA monthly meetings, although attendance is not mandatory, and coordinators do not hold a position for voting on board decisions.

QUALIFICATIONS:

- An interest in serving the community as a volunteer.
- An understanding for the value and benefits of sport and fitness.
- Experience in serving the public an asset.
- Good organizational and communication skills.
- Be a member of good standing with the FHCA.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA upon receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment of 3 - 10 hours per month.
- Peak time requirements are at the start of each session

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA Program Manager.
- Ongoing support from the Program Manager.

BENEFITS:

- Personal pride in serving the community.
- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meeting, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Program Manager.

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.