



JOB DESCRIPTION

APPOINTED: CHILDREN SPORT AND RECREATION COORDINATOR

(REVISED APRIL 2015)

GOAL OF POSITION:

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

RESPONSIBILITIES:

- To plan and organize sport and recreation programs for children 4 to 16 years.
- 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. Request sent to the Program Manager.
- Newsletter submissions are due three times a year (update description, times, and dates if needed).
- Deal with parent, instructor and assistant questions in a timely manner.
- Observe classes and provide observations and evaluation to the Program Manager.
- Abide by the FHCA Constitution and Policies and Procedures.
- Coordinators may attend the FHCA monthly Board meetings, although attendance is not mandatory, and coordinators do not hold a position for voting on board decisions.
- Ensure instructor binders are ready and complete for every session
- Distribute and collect instructor and participant evaluations

QUALIFICATIONS:

- Belief in the values and benefits of sport and recreation
- 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 required at the commencement of each session.

TRAINING PROVIDED:

- Training and orientation to be provided by the FHCA Program Manager.
- Assistance from the Program Manager upon request.

BENEFITS:

- Pride and self satisfaction 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:

FHCA Program Manager

FOR FURTHER INFORMATION:

www.fhcakitchener.ca

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

Emails:

president@fhcakitcheener.ca

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