

Jane / Finch Community Tennis Association
1 Shoreham Dr. Suite #100
North York, Ontario
M3N 3A6



Job Title: Recreational Program Coordinator

Commitment: 35 hours per week with some evenings and weekends

Duration: 8 weeks from June 3, 2024 to July 26, 2024

Locations: Sobeys's Stadium, Grandravine Community Centre, and/or remote

Compensation: \$22.00 per hour (tax inclusive)

Application Deadline: May 17, 2024 at 5:00 PM EST

Who We Are:

The Jane / Finch Community Tennis Association (JFCTA) is a community-based not-for-profit organization that is committed to operating within an Anti-Oppressive and trauma-informed framework to engage our community. We aim to work in a manner that is both productive and constructive to enhance individual strengths; and promote positive developmental outcomes for young people. JFCTA utilizes sport as a vehicle to develop the capacity of youth within our organization and community. Our programs are explicitly designed to be low-cost, and barrier-free.

Job Description:

This position will support our tennis programming and events throughout the summer of 2024. The successful candidate will receive professional development and mentorship from a JFCTA staff member, and gain a deeper understanding of the not-for-profit sporting sector. We hope that the hired individual will provide quality work while developing personally and professionally.

Responsibilities:

- Represent JFCTA in a professional manner within the community and at external functions which may include: Summer League, youth-led projects, etc.
- Support managers, league convenors, and head coaches in administering and delivering summer tennis programs and events; ensure equipment and resources are allocated appropriately
- Collect feedback, drive program objectives, and produce reports
- Ensure summer staff members and volunteers adhere to the association's policies and procedures
- Communicate with relevant stakeholders which may include community residents, parents/guardians, programming partners and funders in order to deliver programs and events in a timely manner and on budget
- Engage in outreach activities to promote the association's program and services to the community

Skills and Attributes:

- Have the ability to work independently and in teams
- Have the ability to analyze data, recognize patterns, and synthesize information
- Have the ability to write, edit, and improve produced work based on feedback and new learnings
- Have the ability to speak publicly and address large crowds as well as individuals
- Be respectful of the values of JFCTA and prospective donors and granting agencies
- Be organized and punctual to achieve and finish tasks on time with quality
- Be able to communicate and collaborate well in team settings and navigate conflicts
- Be able to problem solve and adapt to situations

Assets:

- Knowledge of how to use Microsoft Office, Canva, Google Suite, photo editing, and editing software
- Lived experience working, playing, and living in the Jane/Finch neighborhood or similar neighborhoods

Application Process:

Interested applicants should submit a resume/CV, and cover letter to: programs@janefinchtennis.ca by email with the subject line "JFCTA Recreational Coordinator application". Please submit your application by May 17, 2024, at 5:00 PM EST. Failure to submit all the required documents within the deadline may result in an application refusal or decline by JFCTA.

We thank all applicants for their interest and we will contact only those candidates whose skills and experience best match the requirements of the position.

Jane/Finch Community Tennis Association is an equal-opportunity employer committed to equity and the principles of anti-oppression. We strongly encourage applications that reflect the diverse cultures and socio-economic backgrounds we serve such as Black, Indigenous, and people of color (BIPOC), LGBTQ2S+, women, and persons living with disabilities to apply.