

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



Job Title: Program Manager

Position: Part-Time Contract

Commitment: 25 Hours per week

Duration: 1 year

Location: Sobey Stadium (1 Shoreham Dr)/ Remote

Compensation: \$25-\$30 per hour

Application Deadline: Open until filled

Who We Are:

The Jane / Finch Community Tennis Association is a community based not-for-profit organization that is committed to operating within an Anti-Opressive and trauma-informed framework to engage our community. We aim to work in a manner that is both productive and constructive to enhancing individual strengths; and promoting 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:

We are on a transformative journey to refresh our organization and are seeking an innovative, collaborative, and future minded candidate that shares our values - a person who has a passion to make a difference, with a strong moral compass and a commitment to the team and community in order to provide a high-level of ongoing, attentive, positive support while managing the day-to-day operation. The Program Manager will oversee a group of diverse leaders and volunteers while responding to changing needs and emerging trends through the planning, development, implementation and evaluation of programming to meet the needs of the Jane Finch community.

Responsibilities:

Fundraising

- Identify and collect data to support applications for private, government, corporate and other grants
- Work with the Special Projects Manager to develop an active donor base and obtain additional funding sources
- Develop a fundraising strategy and plan (medium - long term)

Communications

- Build partnerships with various community stakeholders and leaders
- Oversee the production of the annual report and execute communication plans
- Prepare reports and presentations to funders (annually) and JFCTA Board of Directors(monthly)
- Support the Updating and management of the website and social media platforms
- Represent the JFCTA externally in a wide range of contexts

Program Management and Administration

- Coordinate, oversee and plan annual activities including Leagues, March Break and Summer Tennis Camp, Spring Leagues, NBO events, After School Program, school visits and other special events
- Financial management of annual programs and budget planning process
- Oversee the collection of records, reports and stats and ensure accuracy and timely submission of information to assure program accountability
- Manage contracts and agreements with to ensure all grant requirements are being fulfilled
- Promote and grow the programs for children, youth and coaches in the community

- Ensure supportive, strengths-based, trauma-informed, anti-racist/anti-oppressive social justice and harm reduction approaches are utilized in all aspects of program planning and direct service
- Weekly program site visits
- Engage, train and motivate staff and volunteers identified to deliver programs and activities
- Build the capacity of community partners and members through professional development, mentorship opportunities and networking events
- Provide monthly reports to JFCTA Board of Directors
- Work with the JFCTA Board of Directors to ensure the JFCTA is in accordance with the laws of Ontario and Canada
- Work with JFCTA Subcommittees and make recommendations to the JFCTA Board of Directors on program direction

Skills and Attributes:

- Experience working with children and youth in the Jane/Finch area or similar community
- University degree or college diploma in community development, sports and recreation, social sciences or equivalent with a minimum of 3 years working experience
- Demonstrate a results oriented, motivational leadership style
- Demonstrated ability to supervise and support staff to ensure, client-centered and efficient work processes
- Exceptional planning and analytical skills.
- Ability to build strong relationships, and effectively engage internal and external partners.
- Excellent project management, leadership, organizational and interpersonal skills
- Exceptional written and verbal communication skills
- Proficiency in the use of computer technology and various software applications
- Demonstrate high energy and ability to work in a fun, fast paced and demanding environment.
- Knowledge of community social and health services and established contacts with other agencies
- Flexible schedule to accommodate afternoon, evening and weekend programming
- Valid Ontario Driver's license and access to a vehicle an asset
- Exceptional skills in program facilitation, group dynamics, and effective guidance and mentoring techniques
- Enthusiastic leader with a commitment to supporting positive outcomes for youth
- Commitment to working within an anti-oppressive framework
- Outstanding problem-solving skills and ability to take appropriate action
- Ability to work as a team and independently.
- Standard First Aid and Vulnerable Sector Screening or are willing to obtain them shortly after job offer

Assets:

- Experience working within the Jane and Finch community
- Lived experience and non-academic knowledge as an asset
- Involvement in a youth sport for development program
- Collaborative leadership approach
- Passion for sport and healthy lifestyles; experience and knowledge in tennis a definite asset

Application Process:

Interested applicants should submit a resume/CV and cover letter to:

JFCTA Board of Directors | bod@janefinchtennis.ca with the title **RE: Program Manager Position** in the subject line

We thank all applicants for their interest and 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 colour (BIPOC), LGBTQ2S+, women and persons living with disabilities to apply.