



Summer 2018 Job Opportunity: Community Centre Operations Supervisor

About the Windsor Junction Community Centre (WJCC)

At the WJCC we believe that being the centre of the community means bringing families together for fun and recreation. Established in 1947 by the Windsor Junction Athletics Association through the donation of land from local families, the WJCC has grown to include two ballfields, a waterfront on Third Lake with lifeguards, swim lessons, daycamp, a swim team, an expanded clubhouse, and programs for those who live in Lakeview, Windsor Junction and Fall River.

WJCC Mission

Creating space and programming to facilitate a healthy and connected community.

Position Overview

We are looking for an experienced leader for this position, to be the point-person for day-to-day community centre operations, and to provide oversight of the day camp, aquatics and lifeguarding management team.

You will report to the WJCC Board of Directors, and will take action on Board initiatives through implementing policies, responding to inquiries, and working with contractors and partner organizations. You will manage member communications, follow up on accounts and parent concerns, judge risks, propose and evaluate opportunities for new partnerships, support program marketing, and ensure WJCC activities are fun, inclusive, sport-focused, and high-quality. You will represent the WJCC in a positive and professional manner, use your good judgement to provide respectful guidance and coaching to staff and volunteers; and will be responsible for the safety and wellbeing of participants.

What we expect:

- A degree or diploma in Recreation Leadership/Management, Education, Child and Youth Studies, or equivalent
- A minimum of 5 years of experience in a leadership role managing staff
- Past experience with the planning and implementation of policies/programs related to child education and/or care, human resources, enrollment and finance, equipment and facilities, and family and community relations.
- Past experience working with children with special needs is an asset.
- Excellent communication and organizational skills
- Well-developed relationship building skills: ability to establish rapport and maintain strong relationships with relevant partners and stakeholders
- A passion for athletics and/or working with children
- Ability to work independently in a non-profit environment
- Experience in a customer-service role is considered an asset
- Current First-Aid certificate with child CPR, clear vulnerable sector/criminal record check within 2 years, current clear Child Abuse Registry Check, Nonviolent Crisis Intervention Training is an asset.

Hours/Compensation

Seasonal full-time position for summer camp program. Daily hours of work are negotiable. Compensation will be determined based on experience and qualifications.