



**Program Coordinator - Children's Recreational Programs and Adult Recreational Sports  
Downtown Victoria YMCA-YWCA**

**Vacancies:** 1

**Position:** Permanent Full-Time

**Placement:** June 2019

**Salary:** \$39,658.67/year to start, increasing to \$41,641.60/year after successful completion of probationary period.

**Hours:** 35 hours per week; Tuesday to Saturday work week, requires evening and weekend availability.

**Nature and Scope:**

The Program Coordinator - Children's Recreational Programs and Adult Recreational Sports will be a dynamic leader who ensures that professional standards are demonstrated and applied in all related YMCA-YWCA programs and services. This position is responsible for the effective organization and delivery of children's recreation programs including arts, dance, sports, PlayCare, the Toy Library and many more. The successful candidate will be highly motivated, organized, resourceful, and capable of maintaining a positive, caring, service-oriented environment.

Reporting to the Program Supervisor, the Program Coordinator - Children's Recreational Programs and Adult Recreational Sports will work as a member of the Health, Fitness and Aquatics leadership team. The incumbent's responsibilities will include assisting in the development and maintenance of a strong team of motivated volunteers and staff, and ensuring the delivery of a portfolio of child programs and activities designed to meet the needs of our diverse membership. A high degree of competence and experience leading a volunteer team is essential, as is the ability to provide direct service delivery.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 22 days vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

**Responsibilities:**

- Provide leadership to the delivery of programming and events (sport and non-sport activities) for children and families
- Assist the Program Supervisor with the recruitment, training, coaching and supervision, recognition of volunteers and staff
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM standards.
- Direct delivery of programs and classes
- Monitor and manage the relevant area budget

- Contribute as a member of the leadership team in the operation of the Branch
- Serve as the Building Supervisor/Duty Manager as required
- Provides leadership to the Strong Kids Campaign as requested
- Adhere to YMCA Child Protection Policies and Procedures

**Qualifications:**

- Minimum 2-years relevant supervisory experience
- Knowledge and experience applying child learning principles
- University Degree or College Diploma in a related field
- Excellent customer service skills
- Strong computer skills (Word, Excel, Outlook); experience with registration software is an asset
- Excellent oral and written communication skills
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

**Competencies:**

- Commitment to Organization Vision and Values
- Leadership
- Commitment to Health and Safety
- Conflict Resolution
- Coaching and Development
- Service Attitude/Customer Focus
- Relationship Building
- Communication
- Teamwork

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

**Please Note:**

1. **Application Deadline: May 29, 2019**
2. **Please indicate in your cover letter how you heard about this position.**
3. **Internal applicants are expected to inform their supervisor prior to application.**
4. **We thank all applicants, but only short-listed candidates will be contacted.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer.*