



**PROGRAM COORDINATOR (6-MONTH CONTRACT POSITION):**

Do you enjoy getting or staying fit and working out with a crowd? Well here is a Mississauga based community program that you can drive and support that aims to get people to embrace a more active lifestyle by accessing subsidized wellness seminars, tennis, yoga, strength training and fitness, seminars and classes indoors and outdoors.

Reporting to Mohawk Park Tennis Club's board of directors and working with the Club Pro and volunteers, the Program Coordinator is responsible for coordinating workshops and seminars, manages enrolment and administrative and operational functions in order to program success in getting people more physically active through the Club's low to no cost programs. (Approximately 20-25 hours per week home office based position with visits to the club/park/venue or for meetings at community centres within Mississauga; may include evenings and weekends with willingness to work flexible hours during peak event times.) The majority of the programs/seminars will be delivered at the park located at 2409 Delkus Crescent, Mississauga or at a local community centre; preference will be given to candidates that resides close or has easy access to these locations.

**Responsibilities include:**

- Researches, coordinates and implements fitness and wellness programs that align with the projects goals.
- Community and participant outreach (booking participants and facilitators, collecting fees, sending reminders, sends out and monitors surveys)
- Coordinates and ensuring that venues are booked for workshops/classes and that enrolment, waivers and payment are processed.
- Keeps track of loaner equipment (for example yoga mats and blocks and that they are returned in its proper state after the program or workshop)
- Responding to inquiries, calls, emails and using a variety of tools (including social media) to drive program awareness and encourage participation
- Program delivery, monitoring, tracking, and reporting on participant and program progress, to inform internal program decisions
- Support planning and coordination of all program activities and maintains a schedule
- Communicates with Directors regarding workshop and seminar engagement to determine requirements and needs of the program



**Qualifications:**

- Relevant past experience with event planning, project management and/or program coordination an asset
- Ability to relate to all people and inspire participants to try a sport or activity regardless of their age, ability or experience
- Ability to achieve program goals/targets including planning ahead for contingencies and identifying solutions to problems to ensure best results
- Strong computer skills (Microsoft Office, Outlook, Mail Chimp, online communication methods)
- Outgoing and extroverted and ability to communicate and present Club programs to participants and community partners
- Verbal and written communication skills, along with social media literacy an asset
- Organization and prioritization skills
- Ability to work independently, and to dedicate and champion this program

**Requirements:**

Submit weekly timesheets for completed contract hours and progress reports

Mohawk Park Tennis Club is an equal opportunity employer and welcomes all qualified applicants to apply for this contract. Note: the club is working with an Ontario fund that invests on services delivered to benefit communities within Ontario by working with businesses and contractors that are based in Ontario.

Current Vulnerable Sector Police Record Check (at candidate's cost) upon contract offer

Physical Demands of role: on occasion this role may require moderate lifting of sports equipment, signage and brochures weighing up to 20 lbs and to set up a tent/booth. Candidate must be flexible to work in a variety of locations indoors and outdoors and ability to work in all weather conditions including exposure to outdoor park setting exposure to grass, weeds, trees and other outdoor allergens. Physical participation of sports and wellness sessions is voluntary and may require bending, stretching, jogging, running, walking, pushing, sitting, standing and repetitive motion.

**Compensation:**

\$20-25 per hour based on experience

To apply please submit your C.V. and cover letter to [president@mohawparktennis.org](mailto:president@mohawparktennis.org) by April 23, 2022. We thank you in advance for your interest. Only applicants being invited for an interview will be contacted.

To learn more about Mohawk Park Tennis Club, visit our website [www.mohawparktennis.org](http://www.mohawparktennis.org)