



<b>Anticipated Start Date: ASAP (August 2024)</b>	<b>Accepting Applications:</b> open until filled
<b>Job Title:</b> Adult Program and Senior Resource Coordinator	<b>Reports to:</b> Fitness, Sport and Recreation Manager
<b>Location:</b> South Winnipeg, Manitoba	<b>Hours:</b> 37.5 hours/week
<b>Salary Range: \$40,000-\$50,000</b>	

**Summary**

The Dakota Community Centre – Jonathan Toews Sportsplex, located in south St. Vital in Winnipeg, is looking for an enthusiastic coordinator who thrives on client-first service and working with the age demographic of 18-55+. This multi-faceted role requires someone who understands the actions and tasks that are involved with managing a successful program, including promotion, client experience, event management, budgeting and handling multiple priorities related to working with this diverse age group.

**Overview of the Role**

As the Program Coordinator, you directly oversee all aspects of the Adult Programs and Senior Resource Finder responsibilities under the direction of the Fitness, Sport and Recreation Manager. This includes budget planning and control, program and service design and delivery, client communication, instructor/volunteer supervision, and internal collaboration with team members who are integral to creating successful programs. The Program Coordinator also actively participates in the Senior Resource Finder Network via the Winnipeg Regional Health Authority as the Senior Resource Finder for the St. Vital and St. Boniface area.

This diverse role requires a professional who is enthusiastic, motivated and excels in managing multiple tasks. The Program Coordinator understands the people they will be working with have a variety of abilities, needs and preferences. The Program Coordinator understands the different dynamics of the various adult demographics and can research, implement and evaluate programs related to the various stages of adulthood. Programs and services will engage the community in fitness, health, sport, recreational, social and educational opportunities. Given the scope of programming, this position will require some evening and weekend hours from time-to-time.

**Responsibilities**

- Coordinate all day-to-day operations of the adult and senior programming at DCC, including acting as the Senior Resource Finder for the St. Vital and St. Boniface areas.
- Ensure all programs are effective and meet the needs of their target constituents, and identify any areas of improvement.
- Provide leadership, guidance and training to adult program instructors, staff, and volunteers.
- Recruit, onboard, and develop program instructors for various group fitness, adult instructional, and sport-specific programs.
- Facilitate the growth and development of adult and senior programming and the identification of new program opportunities within the mission and vision of Dakota Community Centre (DCC) and the Senior Resource Finder role.
- Work with volunteers and community partners as necessary to deliver and develop programs and services.

- Coordinate and facilitate necessary record keeping and statistics related to all programs and areas of responsibility.
- Provide direct instruction of related programs where qualified, if necessary.

### Qualifications

- Post-secondary degree in recreation studies, kinesiology, health/social services, or other relevant degree area that relates well to the adult/senior population and recreation programming. A combination of relevant education and experience will receive consideration.
- Ability to demonstrate strong interpersonal, communication and customer service skills.
- Ability to exercise initiative and utilize reasonable judgement to make decisions in accordance with applicable rules, regulations and policies set forth by DCC and/or The City of Winnipeg.
- Experience and/or demonstrated ability to design, deliver and evaluate recreation, sport and health programming for adults using sound principles that account for safety, feasibility, and positive outcomes.
- Experience working directly with seniors considered an asset.
- Ability to directly instruct/lead programs considered an asset.
- Valid Standard First Aid and AED certificate is desired or in progress.
- Must be able to complete a successful background check.
- Must be eligible to work in Canada.

### For Further Information

Please refer to the full job description online at [www.dakotacc.com](http://www.dakotacc.com). We invite interested people to apply **as soon as possible**. Posting will remain open until position is filled. Submit resumes via email to [HR@dakotacc.com](mailto:HR@dakotacc.com). Please also include a short cover letter outlining your qualifications, experience and salary expectations.

Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and encourage all who are interested to apply for this role regardless of age, gender or culture.

### About Dakota Community Centre Inc.

With our Mission of being ***a gathering place providing excellence in sport and recreation for everyone***, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport, recreation and social programs for catchment area members and beyond. Our facility features the ***Jonathan Toews Sportsplex***, which includes a twin ice pad, gymnasium, office space and other multipurpose space, and a 60,000 sq.ft. multipurpose Fieldhouse which features an indoor track, hardwood floor gymnasium and other amenities.