



Job posting for 105 Gibson Centre

About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide relevant and diversified social services, such as youth and older adults programs, community education, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the community. 105 Gibson Centre opened in Oct 2013. and runs for around 80 hours a week. We have captured 50,000 visits through rental and programs and 7,000 individuals have registered for our programs or services.

We are looking for a candidate for the following post immediately:

Sports Coordinator (Part-time Position, 20 hours a week)

Position Description

The Sports Coordinator is responsible for identifying and building relationships with users through overseeing and providing exceptional sports and recreation-related programs at 105 Gibson Centre. Candidates for the position will have demonstrated strong performance in recreational or sports related field, with experience and knowledge in not-for-profit/charitable sector. The successful candidate will make analysis and recommendation on sports and recreation-related programs, with a focus on fostering relationships with users, report and track outcome measures that include helping users build connection with others.

The position reports to the Centre's Executive Director.

Primary responsibilities

- Plan, design and engage in sports related programs that include but are not limited to basketball, badminton, table tennis and pickleball, so to meet the mission of 105 Gibson Centre and to serve the needs of the community
- Provide direction to and supervise regular, temporary and volunteer staff, including their selection, monitoring, and training for sports related programs
- Liaise with existing partners and establish new partnerships to deliver quality sports and recreational programs at the Centre

Administrative

- Participate in the preparation and administration of all sports and recreation related programming at the centre
- Maintain inventory of supplies and equipment, distribute supplies and equipment, and assist with ordering supplies and equipment for recreation and athletic programs

Education, Experience, Skills and Abilities and Personal Characteristics

Education

- Equivalent of a four-year college or university degree with major coursework in recreation administration, physical education, leisure services or a related field

Experience

- 2 years or more on related work experience
- Experience in a not-for-profit and/or faith-based setting, preferred
- Social media and online communications experience

Skills and Abilities

- Proven understanding of and engagement with community youth and sports work
- Active; able to play basketball well
- Strong written and verbal English communication and public speaking skills
- Strong team leadership skills and experience in developing relationships with youth, adults and volunteers
- Ability to achieve administrative responsibilities on time
- Ability to work in a fast-paced, changing environment
- Ability to work as part of a team

Personal Characteristics

- A firm commitment to the vision and mission of 105 Gibson Centre
- Passionate in sports and building connections with others
- Strong values with a growth mindset
- Entrepreneurial instincts and a desire to “get the job done”
- Self-motivated, willing to take responsibility for actions and work
- A keen desire to serve community youth, adults and their families

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
105 Gibson Centre
105 Gibson Drive, Markham, L3R3K7
Email: HR@105gibson.com
Webpage: 105gibson.com

Deadline for applications: August 23, 2019

We thank all applicants, however, only those considered for an interview will be contacted.