



## 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 diversified social services, such as youth programs, seniors wellness community education, career counseling, food bank, cultural and recreational activities. 105 Gibson Centre will also partner with various local organizations to provide comprehensive tailor-made services to the residents in the community and surrounding neighbourhoods. 105 Gibson Centre opened in Oct 2013 and is now six years old. Running for around 80 hours a week, we have captured 50,000 visits through rental and programs and some 7,000 individuals have registered for our programs or services. We believe that we have delivered relevant services to the ethnically diverse neighbourhoods in the catchment area.

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

### **Sports Program Coordinator (Part-time Position, 30 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 a sense of community at the Centre. We use quality sports programming as a platform to deliver meaningful, customized off-the-court programming that will equip and inspire sports users to overcome barriers, life skills development and healthy living.

The position reports to the Centre's Executive Director.

#### **Primary responsibilities**

##### **Programming**

- 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



- Engage sports users to support them in meaningful ways off court, and help them build community at the Centre
- Help develop and train volunteer coaches and coach trainees, including their selection, monitoring, and training for sports related programs

#### **After School Programs, House League, Tournaments**

- Start a house league, and tournaments as appropriate, and provide direct delivery and support to youth and adult sports users
- Plan and develop after school programs that equip and inspire youth to overcome barriers in academia, life skills development through experiential learning (e.g., teamwork, communication) and healthy living
- Plan and coach house leagues, skill development programs, and other non-competitive activities

#### **Administration**

- Participate in the preparation and administration of all sports and recreation related programming at the centre
- Manage and digitize all data from programs including attendance, surveys, session reports, and pictures/videos
- 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 and other sports 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 and energetic attitude
- 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
- Speaking Mandarin is an asset

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](mailto:HR@105gibson.com)  
Webpage: [105gibson.com](http://105gibson.com)

**Deadline for applications: January 31, 2020**

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