



Field House Supervisor

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the Pan Am and Parapan Am Games. The facility is also an amazing place to join hundreds of professionals who look to develop their career in an exciting and rewarding environment.

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre (TPASC) is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. TPASC delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-foot includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at TPASC and provides world-leading sport science and sport performance services. TPASC opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.tpasc.ca

TPASC is currently seeking a **Full-time Field House Supervisor** to join our team!

Reporting to the Director of Sport and Recreation, The Field House Supervisor will be responsible to assist the Director of Sport and Recreation in the facilitation of Field House programming via collaboration with High Performance Organizations, City of Toronto and the University of Toronto Scarborough to ensure all stakeholders achieve goals. This role will also support alternate revenue generation such as rentals, league play and climbing wall utilization. The Field House Supervisor will lead in the recruitment, hiring, supervision and training of part-time staff in order to schedule, staff, and facilitate all stakeholder programming in the Field House.

The key responsibilities of the role include, but are not limited to:

- Lead in the hiring, training and scheduling of part-time staff in order to facilitate Tri-Party programming which includes Field House High Performance;
- Assist in the creation and management of a Field House part-time staffing budget;
- Act as the primary contact for the Field House in internal TPASC sport and recreation meetings;
- Act as the primary contact for TPASC in Tri-party Field House meetings;
- Provide leadership to other departments and the organization as a whole;
- Represent the Field House within senior leadership meetings both formally and informally.
- Assist the High Performance Sport and Recreation Supervisor with the management of Facility Schedules;
- Assist the High Performance Sport and Recreation Supervisor with the creation of Impact Schedules for the hosting of events;

- Provide leadership to part time staff to facilitate stakeholder programming; Lead in the formal performance management of part time staff;
- Oversee administration and staffing of the climbing wall;
- Provide leadership to full time staff;
- Complete weekly payroll for part time field house staff;
- Assist with alternate forms of revenue generation such as leagues, tournaments, 3rd party rentals and rock climbing;
- Collaborate with Finance to ensure that all agreements are invoiced, and that tracking of revenue is up to date;
- Maintain and update EZ facility to reflect the most accurate program information;
- Support relationships with various organizations that run programming within the facility;
- Attend weekly Sport and Recreation leadership meetings;
- Support relationships with various organizations that run programming within the facility;
- Act as a point of contact for High Performance and rental groups upon arrival and throughout their scheduled rental time;
- Maintain a strong customer-focused approach when responding to general customer inquiries and resolve any scheduling conflicts;
- Monitor the safety of all activities and programs and respond to any safety concerns;
- Ensure team members are effectively performing assigned tasks;
- Educate and direct staff on the use of equipment and resources;
- Ensure program access control according to TPASC policies and procedures;
- Ensure the cleanliness of operational areas;
- Troubleshoot issues that occur during shifts;
- Provide Support for special events as required;
- Ensure health regulations are adhered to at all times by staff and facility users;
- Understand, support and adhere to Company policies, programs, and procedures;
- Comply with all legislative requirements (e.g. *Occupational Health and Safety Act, Human Rights Code, Employment Standards, Act, 2000*, etc.);
- Maintain a safe and clean work environment;
- Collaborate with the City of Toronto and UTSC staff to ensure efficient use of TPASC's facilities;
- Collaborate with the City of Toronto and UTSC staff to ensure efficient delivery of stakeholder programming;
- Collaborate with NSO and PSO groups to ensure the Daily Training Environment of Field House High Performance Groups;
- Provide the leadership required to ensure effective use of practices, procedures, policies, controls, methods and tools while striving to attain objectives set by the organization;
- Maintain a strong level of knowledge and understanding of the needs of the business (short and long-term objectives and goals) in order to align solutions to meeting these needs and other duties as required:

The successful candidate will possess the following qualifications:

- Completion of a bachelor's degree in Recreation or a related field;
- Two years of experience supervising a large facility;
- Experience with staff management;
- Previous experience in the development and implementation and supervision of recreational programs is an asset;
- A combination of education and experience may be considered;
- Strong leadership skills to support a large and diverse staff;
- Strong communication skills (both oral and written);
- Strong customer service skills;
- Excellent attention to detail;
- Ability to work independently and under minimal supervision; and
- Self-directed and self-motivated.

The successful candidate will receive a competitive compensation package. Three professional references will be required and a police vulnerable check will be completed for the successful candidate.

Hours of work

A flexible schedule is required with the ability to work in the morning, afternoon and evenings and on the weekends to ensure the successful delivery of Field House programming and events.

Salary

Based on experience and qualifications

Reports to

Director of Sport and Recreation

How to Apply

Please submit your cover letter, resume and your salary expectations by email to the attention of Rafael Torre, Director of Sport and Recreation by Monday, August 21, 2017.

Email address: rtorre@tpasc.ca

Toronto Pan Am Sports Centre Inc. is located at:
875 Morningside Avenue
Scarborough, ON M1C 0C7

TPASC is committed to creating an accessible organization and facility by removing barriers for individuals with disabilities. If you have any accessibility requirements or questions, whether as an employment candidate, volunteer, user of the facility or business partner, please contact us at info@tpasc.ca