



Administrator of Sport and Recreation

Toronto Pan Am Sports Centre Inc. is currently seeking a full-time **Administrator of Sport and Recreation** to join our team!

The Administrator of Sport and Recreation is responsible for providing administrative, logistical, and delivery support for the Department of Sport and Recreation. This position will play a key role in coordinating the day-to-day operations of the department.

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

- Coordinate departmental administrative office processes.
- Maintain facility schedules for fields of play and subsequent updates.
- Creation and filing of financial agreements for all High-Performance groups.
- Filing of financial agreements for rental groups for both the field house and aquatics.
- Filing of financial agreements for sport academy; Oversee the administration of the Sport Academy.
- Coordination of records system to maintain financial agreements across Sport and Recreation Department.
- Track monthly adjustments for additional revenue and/or credits for all users (to be used for monthly invoicing) and participate in month end meetings to ensure month end financials are accurate and agreements match budget to calculate ongoing year end outlook.
- Support in the creation and communication of an impact or bump schedule for Tri-Party and maintain overall facility impacts.
- Lead in the intake of High-Performance event/camp hosting requests and collaborate with department staff to intake community event/camp hosting requests. Assist with the acceptance of High-Performance events and the creation of a master event schedule.
- Primary contact for High Performance Teams/Partners.
- Act as secretary of the High-Performance Sports Council, attend monthly meetings and liaise with High-Performance Council Chair to ensure accurate minutes and schedule upcoming meetings.
- Act as secretary of the Community Sports Council, attend monthly meetings and liaise with Community Council Chair to ensure accurate minutes and schedule upcoming meetings.
- Primary contact for HP and Clubs for daily logistical matters i.e. parking passes, access cards.
- Create accurate documentation and maintain departmental confidential records.
- Draft business proposals based on working notes from program team.
- Reconcile department purchases.
- Maintain departmental calendar.
- Prepare responses to correspondence for routine inquiries.
- Conduct research, compile data and prepare documents for consideration.
- Prepare and process statistical summaries and proofread written materials.
- Coordinate meeting logistics; some reception, typing, mail, fax handling and travel arrangements and other duties as required.

What we need from you:

- Completion of a University degree in Sport Management or an acceptable equivalent combination of education and experience.
- Minimum three (3) years of experience in sport and recreation, preferably in a facility management environment.
- Proficient in using MS Office (Microsoft Excel, Word, PowerPoint, and Outlook).
- Experience with website management is considered an asset.
- Expert in coordination of meetings, workshops, and calendar maintenance.
- Strong communication skills (both written and verbal).
- Excellent interpersonal, organizational, and problem-solving skills.
- Strong customer-service skills including flexibility and patience to deal with varied clientele in a professional manner.
- Experience working with High Performance and community sports groups an asset.
- A knowledge and passion for sport is an asset.
- Accuracy and meticulous attention to detail.
- Demonstrated ability to prioritize and manage competing tasks during stressful peak periods and to meet deadlines.
- Ability to maintain strict confidentiality.
- Ability to work both independently with minimal supervision and cooperatively with other team members.
- Creativity in this role is considered a strong asset.
- A Vulnerable Persons police record check will be required for the successful candidate.

At the Toronto Pan Am Sports Centre Inc. we can offer you:

- A Comprehensive Benefits Package including Medical, Dental, Vision, Life, AD&D Insurance, Disability coverage, and Travel Insurance
- Employer RRSP Contribution
- Complimentary Fitness Centre Membership
- Training and Development including Education Assistance Reimbursement
- Employee Assistance Program
- Experience in working large scale events, tournaments, and competitions
- Corporate Events
- Staff discounts on items such as mobility, clothing, events, etc.

How to apply

Please submit your cover letter and resume to the attention of Rafael Torre, Director of Sport and Recreation, **by 11:59pm on February 13, 2024.**

E-mail address: rtorre@tpasc.ca



Our history:

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre 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. Toronto Pan Am Sports Centre 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-feet 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 Toronto Pan Am Sports Centre and provides world-leading sport science and sport performance services. Toronto Pan Am Sports Centre 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.torontopanamsportscentre.ca

Toronto Pan Am Sports Centre Inc. is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

Toronto Pan Am Sports Centre Inc. will provide, on request, accommodations for disabilities to support your participation in all of our Recruitment Process.

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

Toronto Pan Am Sports Centre
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