

## JOB POSTING

<b>POSITION TITLE</b>	Adult Program Coordinator
<b>REPORTS TO</b>	Fitness Manager
<b>SALARY</b>	To be commensurate with education and experience

### POSITION SUMMARY

The Adult Program Coordinator is responsible for the development of adult fitness programs and services at PISE. This includes increasing revenues, quality control monitoring, staff development and overall leadership.

### KEY ROLES & RESPONSIBILITIES

- Responsible for bi-weekly payroll submission of Strength & Conditioning (S&C) team relating to Adult Programs
- Responsible for program scheduling for Strength & Conditioning (S&C) team
- Supervise and coordinate all sales, client retention and administrative functions within PISE's Adult Programs including budget development, implementation and accountability
- Full cycle program management including instructor scheduling, space allocations, coordination and communication of sample classes, and program launches
- Write, edit and update external contracts & submit invoices as necessary
- Weekly meeting(s) with the Fitness Manager to discuss fitness centre operations
- Provide mentorship and professional development opportunities for the S&C team
- Administer performance evaluations for S&C team at key points of employee's tenure which includes program shadowing in coordination with other organizational areas
- Educate PISE Team on registration and program information and any updates
- Review PISE Point of Sale (POS) System regularly to ensure program and registration information is accurate and determine any class changes or cancellations
- Handle phone/in-person inquiries, registration using PISE's POS system and client follow-ups in regards to PISE programs
- Assist Marketing & Communications Coordinator with updating program information on website, developing marketing and public relations materials
- Assist with facility tours for school groups, clients, etc
- Work as part of a team programming and delivering safe and engaging programs for adults, providing coverage on an as needed basis
- Light cleaning and room set ups as necessary for special events and programs
- Familiar with physical literacy and the Sport for Life Longterm Development in Sport and Physical Activity Model

### KNOWLEDGE, SKILLS, AND ABILITIES

- Possesses strong leadership, organizational and interpersonal skills

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- Collaborates effectively within a team and works well independently
- Maintains detail orientation and professionalism in a fast paced work environment
- Ability to adapt to changing demands
- Analyzes issues and resolves problems with excellent judgement and decision making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- Understands strategies and identifies areas for improvements
- Establishes realistic plans and executes efficiently
- Demonstrates drive and initiative
- Ability to build strong relationship based on trust, support, and open communication

### QUALIFICATIONS

- Post-secondary education in either Kinesiology, Sport Management or other related field an asset
- Intermediate level of skill in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with a point of sale system for program registration, i.e. Class, Active Net
- Minimum one year of programming experience
- Experience with budget development, implementation and accountability

### TO APPLY

Please submit a resume and a cover letter by **midnight, October 24<sup>th</sup>, 2021** to:

Brianna Coburn  
Human Resources & Administrative Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)