



## JOB POSTING

<b>POSITION TITLE</b>	Program Coordinator
<b>REPORTS TO</b>	Fitness Manager
<b>COMMITMENT</b>	Full Time; 37.5 hrs/week
<b>COMPENSATION PACKAGE</b>	Competitive for not-for-profit with benefits

### ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Education facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit [PISE.ca](http://PISE.ca) to learn more.

### POSITION SUMMARY

The Program Coordinator is responsible for the development of fitness programs at PISE. This includes increasing revenues, quality control monitoring, staff development and overall leadership. The Program Coordinator works in parallel with the Senior Performance Coordinator and Fitness Centre Coordinator to maximize the impact, quality and scope of PISE's fitness services. This position is also responsible for the operational implementation of inclusive practices and ensure a safe environment for the clients, both physically and emotionally.

### KEY ROLES & RESPONSIBILITIES

- Oversee and coordinate all sales, client retention and administrative functions within PISE's Programs including budget development, implementation and accountability
- Assist Senior Performance Coordinator with Personal Training and Testing administration
- Coordinate with Senior Performance Coordinator for program shift coverage if a Strength and Conditioning Coach member is sick or away
- Full cycle program management including instructor scheduling with Senior Performance Coordinator, space allocations, coordination and communication of sample classes, and program launches
- Ensure consistency of programs and strategies that provide for optimal client growth
- Write, edit and update external contracts & submit invoices as necessary
- 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
- Provide leadership and vision for adapted, Parasport and additional services for community members with mobility and developmental disabilities
- 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
- Attend community meetings as PISE's representative, including the Intermunicipal Recreation Managers Meeting and Intermunicipal Fitness Committee



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- Provide leadership and coordination to special events (i.e. Family Sport and Recreation Festival and Intermunicipal Conferences)
- Coordinate and maintain relationships with partners to enhance PISE's service capacity and scope within the community (i.e. assist with viaSport initiatives)
- Oversee operational implementation of Inclusion, Diversity, Equity, Accessibility practices by promoting inclusion and chairing the committee
- Light cleaning and room set ups as necessary for special events and programs

### KNOWLEDGE, SKILLS & ABILITIES

- Possesses strong organizational and interpersonal skills
- 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, Recreation or other related field
- Experience with Inclusion, Diversity, Equity and Accessibility programs
- 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: Monday, March 3<sup>rd</sup>, 2023** to:

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

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*