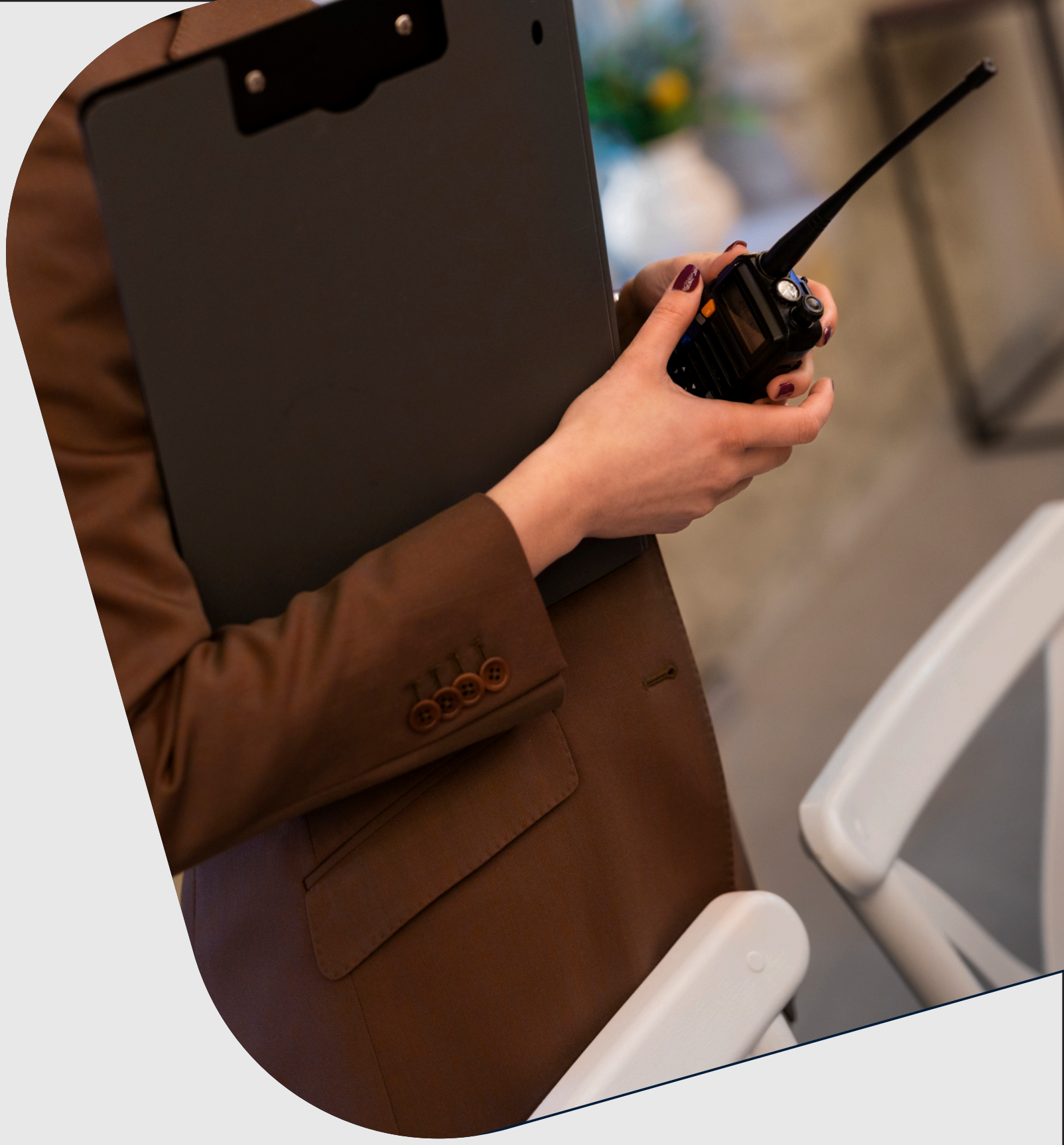


Job Description
Recreation Coordinator

HiFlex Physio

General

A Recreation Coordinator at HiFlex Physio is responsible for planning, organising, and supervising recreational programs and activities for our clients. They will work closely with the Fitness Centre Manager and other members of the HiFlex Physio team to develop programs that promote health, fitness and wellness and meet the needs and interests of our clients.

This role requires strong organisational communication skills as well as the ability to work effectively in a team environment.

Responsibilities

- Develop and implement recreational programs and activities for all ages and skill levels including fitness classes, sports leagues, and special events.
- Coordinate with other departments to ensure that facilities, equipment, and staff are available and prepared for recreational programs and activities.
- Promote recreational programs and activities through marketing efforts, including social media, email campaigns and flyers.
- Ensure the safety of all participants by enforcing rules and regulations, monitoring activity areas and responding to emergencies.
- Manage participant and registration information in an organised manner and follow-up with clients who have expressed interest in future programming.

Responsibilities

- Maintain accurate records of program participation and program evaluations.
- Prepare reports for upper management regarding program success, participation rates and feedback from clients.
- Recruit, train and supervise staff and volunteers involved in recreational programs and activities.
- Create schedules for staff and programming and manage staff hours.
- Maintain office supply inventory and ensure all necessary supplies are ordered and available.

Financial

- Manage program budgets and ensure that expenses are within approved limits.
- Maintain accurate records of program budgets and expenses.

Qualifications

- Bachelor’s degree in recreation management, sports management, or related field preferred.
- 2-3 years of experience in recreation programming and management, preferably in a fitness or community centre environment.
- CPR and First Aid certification required.
- Strong communication and interpersonal skills, with the ability to interact with diverse groups of people.
- Ability to work effectively in a team environment and collaborate with staff from other departments.
- Ability to create and analyse reports and data related to program participation, budgets, expenses, and client feedback.
- Strong organisational and administrative skills with the ability to manage schedules and staff hours.

Knowledge Requirements

- Knowledge of recreation program development and management, including program design, promotion, evaluation, and budgeting.

Working Conditions

- Work schedule may include evenings, weekends, and holidays.
- The job may require standing or sitting for extended periods of time and may involve lifting or moving equipment or materials.
- The position may require travel to different HiFlex Physio locations or off-site events.