

Job Title: Programs Administrator

Reports to: Executive Director

**JOB SUMMARY:**

The Programs Administrator is responsible for the planning, coordination, and successful execution of all programs offered at PacificSport VI for both Community and School programs. This includes some supervision Sport Leader, managing program schedules, monitoring participant registrations, coordinating with Sport Leaders, and ensuring a positive experience for all participants.

**KEY RESPONSIBILITIES:**

**1. Program Planning and Coordination:**

- Develop and implement an annual program plan, in line with the PSVI's strategic goals and objectives.
- Coordinate with the Executive Director and Sport Leaders to ensure program lesson plans meet the needs and interests of the community.
- Develop program schedules and coordinate program logistics, including scheduling Sport Leaders and external coaches, venue selection and equipment delivery and procurement.
- Coordinate staff training, including scheduling with facilitators, government association and informing staff.
- Approve payroll timesheets for Sport Leaders.
- Create marketing posters, circulate program advertisements, and monitor program registrations to ensure minimum numbers are met.
- Update website with program details and events to ensure current information.
- Assist with ensuring Sport Leaders are up to date on policies and protocols, with a focus on safety first for participants.
- Act as a liaison for parents, answering inquiries and providing necessary information.
- Address concerns that related to drop off, pick up and share with Sport Leaders.
- Communication with program registrants to relay registration confirmation, and instructions.
- Collect and analyze participant feedback and implement improvements to enhance the overall participant experience.
- Liaise with community organizations and partners to promote programs and encourage participation.
- Report any issues related to Sport Leaders behavior to the Executive Director.
- Research and apply for grant and funding opportunities, and complete follow-up reporting requirements, and reside as a member on the Funding Committee.
- Assist with recruiting, in consultation with the Executive Director, including interviews, reference checks, criminal records processing, letter of offers, onboarding.
- In consultation with the Executive Director, develop, monitor program budgets.
- Ensure all invoices from Sport Leaders, coaches, high schools, and other vendors are collected, approved and forwarded to finance for payment.
- Maintain accurate program records, including participant data, attendance records, and program evaluations.
- Attend all meetings as required and facilitate program team meetings.
- Other related tasks that are required or assigned.

**Education, knowledge and skills**

- Degree in Sports & Recreation, Child and Youth Care, or Kinesiology preferred
- Minimal diploma in Sports & Recreation, Child and Youth Care, or Kinesiology, with
- Experience working in, or actively involved in the Sports Industry
- Supervising experience
- Microsoft office; Excel, Word, PowerPoint
- WordPress and Canva software knowledge (a definite asset)
- Conflict management skills
- Mentoring and leadership skills
- Program and project planning skills

**Wage:** \$24 per hour for 28 hours per week (potential to increase both in wage and hours)

**Benefits:** EHC, Dental, Ins, RRSP, Sick Time

**Interview:** Potentially the week of April 28, 2025

**How to Apply:**

Email cover letter, resume and 3 references to [ed@pacificsport.com](mailto:ed@pacificsport.com), attention Michel Woolner, Executive Director by 4:30 pm (PST) on Friday, April 25, 2025.