



Job Posting for the General Council of Winnipeg Community Centres

GCWCC's primary purpose is to function as the central resource for all City of Winnipeg Community Centres and to facilitate cooperation and communication among the volunteer boards, and between the Community Centres and City administration.

Community Centre Facility and Program Coordinator

Job Profile

Winnipeg's Community Centre model is unique in that, while the buildings and grounds are owned by the City, they are managed by a volunteer board. Although Community Centres receive an annual operating grant from the City, the grant does not cover capital improvements. Community Centres must generate revenue through rentals, registrations, fundraising or grants to cover these costs. Whether a capital project is financed through the Community Centre's funds or through grants, they are strongly encouraged to contact GCWCC for project coordination.

The purpose of Community Centres is to provide a range of recreational and leisure activities for the entire community through the management and operation of the Community Centre facilities and grounds. Programs may be delivered by the Community Centre, by partners or by third party groups, providing the programs are open to the community. Where a Community Centre struggles to provide programming, the City and GCWCC will work with them to help meet their community's programming needs.

Duties

Reporting to the GCWCC Executive Director, the Facility and Program Coordinator works closely with the City of Winnipeg Administration to assist Community Centres with the development and delivery of projects associated with feasibility studies, major capital projects, renovations, repairs, and amalgamations. The Facility and Program Coordinator will also assist Community Centres with providing relevant programs based on trends, demographics, gaps and opportunities.

Key Facility Coordination responsibilities include:

- Project scope development
- Grant assistance
- Facilitate key relationships; coordinate stakeholders
- Provide support for ongoing issues
- Front-end administration of Community Centre Renovation grants

- Facilitate Community Centre amalgamations
- Special projects as assigned

Key Program Coordination Responsibilities include

- Collect and review Community Centre program reports
- Identify programming gaps/opportunities
- Partner with other service providers, including the City of Winnipeg
- Assist with grants
- Assist Community Centre volunteers in providing relevant programming
- Chair Program Committee and/or Steering Committee meetings for select Community Centres
- Collaborate on City of Winnipeg initiatives such as the Winnipeg Sport Policy, Newcomer Welcome and Inclusion Strategy, Winnipeg Food Council, Healthy Aging, etc.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must have the ability to work evenings and weekends as required.
- Have access to a car and hold a valid class 5 driver's license

Qualifications:

- Recreation Studies Degree or related experience working in the field of recreation.
- Project Management Certificate or related experience.
- Experience working with Community Centres is an asset.
- Budgeting skills.
- Self-starter with strong interpersonal skills, and the ability to build effective relationships with community members and agencies, staff, and other stakeholders.
- Strong communication skills, both verbal and written.
- Superior planning, research, and organization skills.
- Computer skills with advanced proficiency in Microsoft Office 365 suite.

Job Type: Full time, 37.5 hours per week.

Salary Range: \$55,000-\$60,000

Benefits: Health benefits, indoor parking, gas allowance

How to Apply:

Please email your resume and cover letter attention: Cindy Fox, Acting Executive Director:

cindy@gcwcc.mb.ca

Application Deadline: April 27, 2021