

## **INFORMATION AND SKILLS DEVELOPMENT COORDINATOR**

### **(FULL-TIME POSITION)**

The Ontario Recreation Facilities Association Inc. (ORFA) is a provincially recognized, not-for-profit, volunteer-driven recreation organization with over 7,000 members who operate and manage recreation facilities in municipalities, educational institutions, government agencies, First Nations communities and in the private recreation sector. The ORFA provides leadership in the development and delivery of innovative training and education programs, value-added services, and quality products for the benefit of the recreation facility profession.

#### **POSITION PURPOSE SUMMARY**

The Information and Skills Development Coordinator is primarily responsible for the review, updating, preservation and delivery of Association guidelines, best practices, and professional accreditation curriculum. Reporting to the CAO, the Information and Skills Development Coordinator will assist the Director, Training, Research and Development in creating and maintaining industry leading information and methods that will reinforce the vision, mission, and professional accreditation pathways of the ORFA.

#### **JOB DUTIES AND KEY ROLES**

The following template of duties and responsibilities provides the current objectives and expectations of the successful candidate for the position of Information and Skills Development Coordinator. It is understood that the ORFA is a dynamic, industry leading organization that requires staff to readjust duties and responsibilities on demand to reflect the current and evolving needs of the membership. The ORFA remains committed to investing in all team members to ensure that they are supported in meeting the growth of the organization.

- The position allows for a flexible employment schedule to ensure work/life balance. All required technologies and related support to meet the objectives of the position will be provided by the Association.
- The coordinator is considered an Ambassador of the Association. As an ORFA Ambassador you will be required to foster the Association's mission and vision with members, other industry leaders or agencies by promoting and marketing Association materials, programs, products, and services.
- The coordinator shall be capable of working with limited supervision while being closely connected to the duties of the Director, Training, Research and Development.
- The coordinator is expected to have and maintain a valid drivers license, passport and all other travel related requirements that may include, but not limited to, vaccinations.
- To meet the Ambassador role, the coordinator should be prepared to travel extensively as supported by current policy to fulfill the duties of the position.
- The coordinator shall continually monitor, source, develop and maintain relevant information that is impacting the industry and/or ORFA members. This will be accomplished by, but not limited to, drafting and/or maintaining Alerts, Technical Bulletins, Best Practice Guidelines, Facility Forum magazine articles, in-class or online training course materials, technical demonstration workshops, webinars, and/or podcast materials.
- The coordinator may be invited to assist in maintaining relationships with key provincial governing authorities, organizations, industry leaders or corporate members and/or other strategic allies.

- The coordinator shall participate, and at times, lead professional practitioner-based Task Team working group(s) to assist in monitoring and finding solutions to emerging issues and challenges impacting the industry.
- The coordinator shall assist the Director, Training, Research and Development with member inquiries related to workplace related challenges, regulatory compliance requirements and/or industry best practices.
- The coordinator shall assist the Director, Training, Research and Development in maintaining Association resources to ensure they remain current, relevant, and applicable to the industry. This information shall be transferred into all applicable training materials.

### **SKILLS, KNOWLEDGE, AND EXPERIENCE**

Recreation facility operations and management is a diverse and ever-changing landscape. The Information and Skills Development Coordinator should reflect this model of the profession. Key skills, knowledge and experience that are required for the position should include, but not be limited to:

- Hold a current ORFA professional designation.
- Minimum of 10-years of proven supervisory experience in a recreation facility environment.
- Strong public speaking skills.
- Proven instructional experience.
- A working knowledge of technology skills including, but not limited to, PowerPoint, Word, Excel, Outlook, and Learning Management Systems.
- Strong analytical skills.
- Excellent eye for detail.
- Ability to plan projects, multi-task and to work independently.
- Sound knowledge of office procedures and protocol.
- Ability to work productively and independently with frequent interruptions.
- Work in a team-based environment.
- Demonstrates detail to work and results focused.
- Proven ability to assess inquiries and problems and to exercise good judgment in taking appropriate actions.
- Posses a valid Passport and be eligible to travel with no restrictions.
- Posses a valid Class "G" Driver's Licence in good standing.

### **JOB LOCATION**

Toronto, Ontario and willingness to explore satellite home office option.

### **COMPENSATION**

A 35-hour flexible work week salaried position with a comprehensive health benefits package and employer/employee matching RRSP pension plan.

If you are interested in joining our team and providing a valuable service to the recreation facilities profession, qualified applicants are invited to forward, in confidence, their resume and covering letter no-later than December 15, 2023 to:

**APPLICATION SUBMISSION LINK**

**<https://orfa.com/hr/jobapp/>**

c/o Mr. John Milton, Chief Administrative Officer  
Ontario Recreation Facilities Association Inc.  
1 Concorde Gate, Suite 102  
Toronto, Ontario, M3C 3N6

*We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Ontario Recreation Facilities Association (ORFA) is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the ORFA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the ORFA of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.*

**ONTARIO RECREATION FACILITIES ASSOCIATION INC.**

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