

MANAGER, TRAINING AND EDUCATION

(FULL-TIME POSITION)

The Ontario Recreation Facilities Association Inc. (ORFA) is a provincially recognized, not-for-profit, volunteer-driven recreation organization with over 8,000 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 facilities profession.

POSITION PURPOSE SUMMARY

The Manager, Training and Education is responsible for the lead facilitation role and acting as a visionary in the future educational needs of the ORFA membership. As an ORFA ambassador, the successful candidate will focus on the maintenance and delivery of professional development and accreditation courses, workshops and webinars using the three (3) current delivery methods of in-class instructor-led, online instructor-led, and online self-study.

The Manager, Training and Education will report to the CAO while being directly supervised and mentored by the Director, Training, Research and Development. The Manager, Training and Education and the Manager, Information Skills Development positions will be expected to closely interact to meet the Association's strategic goals. Additionally, responsibilities will include supporting the Manager, Information and Skills Development with member inquiry response and technical contribution to resource development. Working with other ORFA team members in service delivery and/or special projects is expected.

JOB DUTIES AND KEY ROLES

The following template of general duties and responsibilities provides the current objectives and expectations of the successful candidate for the Manager, Training and Education. It is understood that the ORFA is a dynamic, industry leading organization that requires staff to re-adjust duties and responsibilities on demand to reflect the current and evolving needs of the membership.

- 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 Manager 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 Manager shall be capable of working with limited supervision while being closely connected to the duties of the Director, Training, Research and Development.
- The Manager is expected to have and maintain a valid driver's license, passport and all other travel related requirements that may include, but not limited to, vaccinations.
- To meet the needs of the membership, the Manager should be prepared to travel extensively as supported by current policy to fulfill the duties of the position.

- The Manager shall focus on keeping all Association course presentations current and up to date.
- The Manager will assist the Manager, Information and Skills Development by continually monitoring, sourcing, developing and maintaining relevant information that is impacting the industry and/or ORFA members. This will be accomplished by, but not limited to, providing practical and technical direction to maintaining Alerts, Technical Bulletins, Best Practice Guidelines, Facility Forum magazine articles, technical demonstration workshops, webinars, and/or podcast materials.
- The Manager may be invited to assist in maintaining relationships with key governing authorities, organizations, industry leaders or corporate/affiliate members and/or other strategic allies.
- The Manager shall participate in Association committee's and working group(s) as required to assist in monitoring and finding solutions to emerging issues and challenges impacting the industry.
- The Manager 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 Manager shall be responsible to transfer information created or circulated by the Manager, Information and Skills Development to ensure that training materials remain current, relevant, and applicable to the industry.

SKILLS, KNOWLEDGE, AND EXPERIENCE

Recreation facilities operations and management is a diverse and ever-changing landscape. The Manager, Training and Education must reflect this model of the profession. Key skills, knowledge and experience that are required for the position should include, but not be limited to:

- Strong analytical skills.
- Excellent eye for detail.
- Sound knowledge of office procedures and protocol.
- Ability to work productively and independently with frequent interruptions with limited supervision.
- 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.
- Ability to plan projects, multi-task and to work independently.
- Hold a minimum of one (1) current ORFA accreditation or equivalent.
- A minimum of 10-years of proven practical experience with a minimum of two (2) professional accreditation pathways that form the foundation of recreation facilities operations and management.
- Exceptional and proven written editorial, public speaking and facilitation that includes, but is not limited to, PowerPoint, Word, Excel, Outlook, Teams and Learning Management Systems with an interest to explore new or emerging technological platforms as they appear.

- The ability to coach, mentor, recruit and lead a sub-instructional team of practitioners and corporate members in the development and delivery of industry leading professional development.

JOB LOCATION

The ORFA is a Toronto based not-for-profit Association with a commitment to serve the entire province of Ontario. The position may be a home-based satellite office, using a flexible work schedule. However, the position requires an unrestricted commitment to extensive travel to meet members educational needs. For general awareness, the position should be prepared to travel a minimum of 18 weeks annually.

COMPENSATION

The ORFA is exceptional in attracting and retaining professional team members to meet our vision and mission by offering a progressive and generous total compensation package. A 35-hour flexible work week salaried position with a comprehensive health benefits and employer/employee matching RRSP pension plan. The ORFA remains committed to investing in all team members to ensure that they are supported in meeting the growth of the organization.

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 June 26, 2026, 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

Although a traditional interest in employment submission of a cover letter and, resume is required, candidates are encouraged to showcase their skills and abilities as they might relate to the position as part of the application process.

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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