



## CAREER OPPORTUNITY: FACILITIES COORDINATOR

**About the Toronto Cricket Skating & Curling Club:** As a family-oriented private Club, our mission is to deliver exceptional value to our members by providing first-class sports programs, facilities and services in a welcoming environment. Our vision is to be the leading sport, social and activity Club in Canada. We value Sportsmanship, Respect, Community, Tradition, Excellence and Innovation. Located in North Toronto, the Club consists of 4800 members, with a strong presence in both the local and international social and sporting community.

The Club requires a hands-on **Facilities Coordinator** to oversee the Facilities Supervisors and assist the Director of Facilities in staff training, safety compliance, project management and Club operations. The Facilities department oversees the physical building and grounds as well as multiple, high-level competitive sports surfaces (e.g. tennis, skating, curling and cricket). The Facilities Coordinator will report to the Director of Facilities and will have several direct reports. The ideal candidate requires strong mechanical and operational experience and abilities, problem-solving, multi-tasking and interpersonal skills. Experience with work order systems is an asset.

### Duties and Responsibilities:

- Oversee several Team Supervisors daily to ensure excellence in all areas of facilities
- Implement and lead Club work order system
- Provide Director of Facilities with regular team, building operations, equipment status and inventory reports
- Assumes Director of Facilities' role in absence of Director of Facilities
- Assist Director of Facilities to provide leadership and guidance to Facilities staff
- Oversee special projects, seasonal team projects, providing assistance and guidance
- Use mechanical expertise to ensure building and facilities are well-managed

### Job Requirements:

- Experience: three to five years of relevant supervisory experience required, preferably in a recreational facility
- Education: appropriate post-secondary education preferred
- Certifications: licensed trade or professional designation, turf maintenance experience and Refrigeration Class B certification are assets
- Excellent verbal and written communication skills with peers, managers, members and visitors
- Strong computer skills with Microsoft Office Suite, CAD, including experience with implementing work order systems
- Demonstrated ability to creatively trouble-shoot and take care of priority situations effectively and efficiently
- High levels of initiative and dedication
- First Aid, CPR and AED certifications an asset
- Demonstrated leadership skills, including the ability to motivate and coordinate others
- Available during evenings and weekends as well as flexible to cover off vacations and absences

**If you feel that you are the ideal candidate, please forward your resume and cover letter in confidence via email by July 12<sup>th</sup>, 2017 : [hr@torontocricketclub.com](mailto:hr@torontocricketclub.com)**

**While we appreciate your interest, only those candidates considered for the position will be contacted.**

*Toronto Cricket Skating & Curling Club is an equal opportunity employer and committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources and they will ensure the necessary steps are taken to accommodate your needs.*