



# Employment Opportunity

**YMCA Northumberland currently has an opening for the following position:**

## **Centre Manager – Health, Fitness and Aquatics, Cobourg YMCA**

**Position Status:** 6-month Full-time Contract - 40-hour work week

**Salary Range:** \$58,000-\$62,000 per annum (commensurate with experience)

**Reports To:** General Manager – Health, Fitness and Aquatics

### **Position Summary:**

The Centre Manager-Health, Fitness and Aquatics (HFA) provides leadership to the mid-management team in implementing member service standards to ensure the relevance and continual growth and adaptability of programs and services within the HFA membership centre in Cobourg. The Centre Manager is responsible for the development of Adult, Youth, Aquatics, and seasonal programming, including day camp and community programs and ensures that all staff and volunteers meet the program compliance requirements as directed by YMCA Canada and other governing bodies.

### **Responsibilities:**

- Provides direct oversight to the YMCA Health, Fitness and Aquatics operations including daily coordination and delivery of programs and services
- Accountable for the development, management of the HFA annual budgets
- Responsible for all aspects of seasonal and outreach programs
- Trains and supervises HFA staff on YMCA standards and SAM 2.1 quality management practices
- Trains and provides support to staff on the management of the membership database and other IT systems
- Provides front line delivery of programming as required
- Ensures YMCA communication standards are met for all internal and external communication protocols and processes
- Fosters and develops ongoing and new relationships with community members/partners
- Provides oversight to a centralized system for tracking staff certifications
- Collaborates with the Senior Management Team to ensure deadlines, member expectations (SAM 2.1) are met in a timely manner
- Participates as a member on YMCA committees as required
- Accountable for annual staff development plans and performance management processes
- Commits to ongoing learning
- Commits to ongoing succession planning of staff team
- Commits to health and wellness of all staff
- Commits to the Association's annual campaign
- Other duties as assigned

**Work Environment:**

- Travel is required
- Primarily inside work with outside work required during seasonal programming and dependent on the specific supervisory requirements
- Flexible work week is required based on position specifications and required deadlines

**Competencies:**

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- People Management

**Qualifications:**

- Bachelor's degree or diploma in recreation or related field
- 7-10 years of experience in a recreational setting. YMCA experience an asset
- Supervisory and budget management experience required
- Strong communication and interpersonal skills both written and verbal required
- Proven success in program planning and development including aquatics
- Exceptional organizational skills and attention to detail
- Excellent knowledge of IT systems/database
- Ability to multi-task
- Certifications in a variety of Fitness Instruction; Conditioning; National Lifesaving; Certified Pool Operators; Health and Safety an asset
- Training in Healthy Child Development or Positive Youth Development an asset
- Valid First Aid and CPR training
- Valid driver's license and reliable vehicle required
- Police Vulnerable Sector Check required prior to first day worked; Police Checks are reviewed on a case-by-case basis

YMCA Northumberland is a growing service organization and charity, with over 200 employees and 130 volunteers based out of Cobourg with Membership Centres in Cobourg, Brighton and Campbellford (opening soon). YMCA Northumberland also operates 22 licensed Child Care Centres and 5 EarlyON Child and Family Centres focusing on child development across Northumberland. YMCA Northumberland welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Join YMCA Northumberland in building a community where everyone can shine! We strive to offer vital programs and services that nurture the spirit, mind, and body to ignite the potential in everyone, wherever they may be in their life journey.

**Apply Now:**

If you are considering applying for this position, please submit a letter of interest, outlining how you meet the requirements of the role, by Friday December 6<sup>th</sup>, 2024 to the attention of:

Leanne Clarke

General Manager- Health, Fitness and Aquatics

[leanne.clarke@nrt.ymca.ca](mailto:leanne.clarke@nrt.ymca.ca)

***We appreciate all applications. However, only those being considered for the position will be contacted.***