



## **History of Jane/Finch Community Tennis Association**

The mission of the Jane/Finch Community Tennis Association (JFCTA) is to engage stakeholders and contribute to the community through tennis and educational opportunities. The purpose of JFCTA is to relieve poverty and promote healthy recreation by providing and operating a structured recreational program for children and youth in need, in the Jane/Finch community of the City of Toronto.

The Jane/Finch Community Tennis Association began as a community initiative in 2006 under Tennis Canada's direction. In 2009, the group was incorporated as a not-for-profit organization. Currently, the association operates six programs throughout the year and services over 250 participants per year.

The JFCTA is looking for a qualified individual who has experience in the Jane/Finch corridor. The candidate should be passionate about children and youth development and developing community capacity.

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## **Job Description**

The Interim-Program Manager shall liaise with the JFCTA Board of Directors and Subcommittees, which consists of members of the Jane/Finch community, Tennis Canada staff and individuals from the private and not for profit sector. The position will report to the Chair of the JFCTA Board of Directors.

### **Fundraising (10-15%)**

- Identify and apply for private, government and corporate grants
- Work with the JFCTA Board of Directors and Fundraising Committee to develop an active donor base and obtain additional funding sources
- Develop a fundraising strategy and plan (medium - long term)

### **Communications (15-20%)**

- Build partnerships with various community stakeholders and leaders
- Oversee the production newsletters and execute communication plans
- Prepare reports and presentations to funders and JFCTA Board of Directors
- Represent the JFCTA externally in a wide range of contexts

### **Program Management and Administration (65-70%)**

- Coordinate, oversee and plan annual activities including Winter League, March Break Tennis Camp, Spring Leagues, Summer League, Rogers Cup events, After School Program, Fall Leagues, school visits, and other special events
- Financial management of annual programs and budget planning process
- Manage contracts and agreements with donors to ensure all grant requirements are being fulfilled
- Promote and grow the programs for children, youth and coaches in the community
- Meet and lead Subcommittees (i.e. Program, Newsletter, Youth committees, etc)
- Engage, train and motivate staff and volunteers identified to deliver programs and activities
- Build the capacity of community partners and members through professional development, mentorship opportunities and networking events

*We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position. All applications will be treated in strict confidence JFCTA is an equal opportunity employer.*



### **Governance (10%)**

- Provide monthly reports to JFCTA Board of Directors
- Work with the JFCTA Board of Directors to ensure the JFCTA is in accordance with the laws of Ontario and Canada
- Work with JFCTA Subcommittees and make recommendations to the JFCTA Board of Directors on program direction

### **Preferred Qualifications & Skills:**

- Experience working in the Jane/Finch corridor with children and youth
- University degree or college diploma in community development, education, social sciences or equivalent with a minimum of 3 years working experience
- Passion for community development
- Demonstrate a results oriented, motivational leadership style and set challenging but achievable objectives
- Exceptional planning and analytical skills.
- Ability to build strong relationships, and effectively influence internal and external partners.
- Excellent project management and interpersonal skills
- Exceptional written and verbal communication skills in a multi-cultural environment
- Demonstrate high energy and ability to work in fun, fast paced and demanding environment.
- Passionate for sport and healthy lifestyles; experience and knowledge in tennis a definite asset
- Knowledge of community social and health services and established contacts with other agencies
- Flexible schedule to accommodate afternoon and evening programs
- A valid Ontario Driver's license and access to a vehicle an asset

### **Location:**

Aviva Centre  
1 Shoreham Drive, suite 100  
Toronto, ON  
M3N3A6

### **Hours and Compensation:**

The Interim-Program Manager position is a part-time role that requires approximately 20 hours per week. The contract will start in early November 2017 and complete in mid-December 2018. Contract renewal may be determined in mid-December 2018. Compensation range \$20.00 - \$25.00 per hour (based on qualifications and experience).

### **Application Process:**

Interested candidates should submit their application (cover letter and resume) to [janefinntennis@tenniscanada.com](mailto:janefinntennis@tenniscanada.com) with the title **RE: Interim-Program Manager Position**.

Please submit the application by October 16, 2017. Only qualified candidates will be contacted.

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