



BRANKSOME HALL

Athletics and Wellness Centre (AWC) Part-Time Operator

Employment Terms: Part-Time

Start Date: September 2022

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires girls to love learning and shape a better world. Through the unique combination of a well-being, outstanding academics and international mindedness, Branksome Hall students and employees become transformational leaders. The school offers a strong liberal arts curriculum that develops critical thinking and inquiry skills. Our graduates are accepted by the leading universities in Canada and around the world.

Branksome Hall's state-of-the-art Athletics & Wellness Centre opened in 2015 and provides all members of the Branksome community with opportunities to embrace physical activity, enjoy delicious and healthy food, and connect with friends. With two saltwater swimming pools for teaching and training, a dance and yoga studio, gymnasium, dryland rowing centre, the AWC is a prime rental space available to sports clubs, coaches, and teams. Also available for weekend and evening events, the multi-functional space boasts natural light and features oak woodwork, glass and exposed steel, soaring ceilings and contemporary architecture.

The Opportunity:

Branksome Hall is seeking an enthusiastic individual to oversee the AWC during weeknights and weekend days/evenings. The Operator will provide quality customer service and support our auxiliary program participants and user groups as necessary. They will respond to general booking inquiries concerning the AWC by phone, email as well as in-person. With strong interpersonal skills, the successful candidate will join the AWC team and report into the Director, Athletics & Wellness Centre.

Other responsibilities may include:

- Responsible for opening and securing AWC and other facility spaces for participants, which includes visual checks for safety, cleanliness and functionality;
- Responsible for any required facility and/or equipment setup prior to user group arrival, as well as any required strike to return the facility to its original condition;
- Provide support to ensure that programs run effectively and user needs are met, including providing direction to visitors, overseeing attendance/check-in requirements, assisting with equipment needs, informing where equipment is to be returned, etc.;
- Ensure the pool is cleaned and tested as required, facility inspections are logged in a timely manner and a safe and clean environment is maintained throughout the centre;
- Ensure all policies, procedures and other user expectations are being observed, including any COVID-19 related policies and procedures;
- Maintain a daily operator report and communicate any issues with the Director, AWC;
- Supervision of athletic, recreation and special event set-ups in the building, as required;
- Occasional event set-ups for both school use and third party rentals as required; The position requires flexibility in both hours and days of work.

Hours of work will vary between 4:30 p.m.-10:30 p.m. on Monday – Friday and 8:00 a.m. - 9:30 p.m. on Saturdays and Sundays.

Recommended Qualifications and Experience:

- Experience and ongoing involvement in athletics, recreation, fitness and event management;
- Experience in supervising the operations within the field of athletics, recreation, fitness and event management;
- Education in Sport Administration, Recreation Management, Hospitality, Physical Education, Kinesiology or Event Management is an asset;
- CPR and First-Aid training is an asset;
- Pool Operator Level 1 certification is an asset;
- Familiar with Occupational Health and Safety regulations;
- Effective supervisory, interpersonal, verbal and written communication skills;
- Proficient with Google suite;
- Creative problem solving and decision making skills;
- Ability to move and lift up to 50lbs.

How to Apply:

If you are interested in making a difference in the lives of young people, please [submit](#) your cover letter and resume by **September 2, 2022**.

Applications to this position will be reviewed as of September 2, 2022, and the posting will remain open until the position has been filled.

Applications will also be accepted by mail and can be sent to the address below:

Branksome Hall Human Resources,
10 Elm Avenue,
Toronto, Ontario,
M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position. Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

For External Applicants Only: As an educational institution, with the health and safety of our community as a priority, we require all employees to be fully vaccinated prior to their start date

We thank all applicants in advance; however only those selected for an interview will be contacted. To learn more about working at Branksome Hall, please visit www.thinkerswanted.ca or visit our website at www.branksome.on.ca.