

Indoor Program Coordinator (this role is shared with two other Indoor Coordinators)

Role: Coordinate Indoor Adult and Children's Recreation Programs conducted by the Association in with help from the Community Consultant, City of Saskatoon (through the Community Development Branch). This position usually requires at least two people to administer.

Responsibilities:

1. Attend monthly Board meetings, report to the Board on activities, advise any areas of concern.
2. Prepare a list of programs offered and fees to be charged for approval by the Community Association Executive.
3. Arrange to have membership cards printed and maintain a supply of membership cards for current year. (Unless Membership Coordinator completes this task)
4. Coordinate the registration of the fall and winter programs (spring if applicable)
5. Prepare program summaries to be given to the Board and the City of Saskatoon. Reporting on the number of attendees.
6. Work with the Adult, Youth and Children's Directors in their duties (some associations have children's activity coordinators, youth, and adult to split up the work)
7. Prepare Program Information Forms (yellow sheets) and submit them to Community Services. Submit requests to the City for instructors and hire instructors where necessary.
8. Apply to use school facilities for indoor programs and monthly meetings (Some associations have a booking director who does all of this planning)
9. If there is no booking coordinator, the Indoor Coordinator will work with the Soccer and Basketball Directors to designate games and practice times at the school facilities for these programs.
10. Act as a liaison for problems arising with school caretakers, programs and participants.
11. Submit a program budget for the Association.
12. Optional: Attend Indoor Programmers training through the City of Saskatoon (opportunity to meet other Indoor Coordinators.
13. Collect equipment loaned to instructors at end of program (if no equipment director on Board)

Time Commitment: Seasonal, active (September, January, May)

- Term of office is two years.
- Monthly Executive Meetings.

Skills Preferred:

Programming	Coordination
Scheduling	Leadership
Delegating	Diplomacy