

Toronto High Park FC
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Job Description
Toronto High Park FC ("THPFC" or "the Club")
Role: **Camp Program Coordinator**

Toronto High Park FC (THPFC) has been a cornerstone of the Toronto soccer community since its formation in 2009, following the merger of West End United Soccer Club and Swansea Soccer Association. With deep roots in the city's west end, the club has grown from just 45 players in 1982 to over 4500 today, offering soccer opportunities for boys and girls of all ages and skill levels.

As a proud holder of the Canada Soccer National Youth Club License, Toronto High Park FC is recognized as a leader in player development. Our club is built on the values of Inclusivity, Integrity, and being Player-Focused, ensuring a positive and supportive environment for all.

Supported by over 65 staff members and 200 dedicated volunteers, Toronto High Park FC remains committed to fostering a love for the game, developing talent, and uniting our community through soccer.

Position Overview

The Camp Program Coordinator will support Toronto High Park FC (THPFC) in delivering high-quality, safe, and inclusive athletic programming with a specific focus on our THPFC Summer Camps and additional recreational summer soccer programming for children aged 3-14yrs. This is a fixed term position via the Canada Summer Jobs Program.

Key Responsibilities

1. Program Delivery + Coordination: Organize, implement, and deliver activities and coaching sessions relevant to our THPFC Summer Camps & additional recreational summer soccer programming.

2. Ensure safe, efficient, and well-organized daily camp operations including safeguarding, health & safety and all THPFC organizational policies i.e The Rule of Two
3. Curriculum Delivery (LTPD): Help align the THPFC Curriculum alongside the Canada Soccer Long-Term Player Development framework by delivering session plans that reflect age-appropriate physical literacy expectations across all 3 stages of development.
4. Maintain strong communication with families, staff, and program leadership.
5. Club Operations Support: Assist with additional club programming and operational needs throughout the outdoor season.

Working Conditions

The Camp Program Coordinator is expected to complete technical work at the field as determined by the Camp Director and complete time sheets on their own time.

Direct Reports

There are no direct reports to the individual successful in obtaining this position. All part time recreational staff will report to our Manager of Recreation (Justin Johnson).

Performance Reviews

The CPC will report to the MOR and receive at least one end of year performance review.

Qualifications & Skills

- Demonstrated experience in recreational sport, administration, or volunteer coordination.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently while collaborating effectively within a team environment.
- Proficiency with basic administrative tools and comfort with technology platforms.
- Experience in volunteer management and/or youth sport programming is an asset.
- Ability to work flexible hours, including some mornings and evenings during program delivery periods
- Although not required, soccer coaching certifications/qualifications are preferred for the Camp Program Coordinator role. i.e. Ontario Soccer Fundamentals / Learn to Train.

Compensation

The successful candidate will receive \$25 per hour for both the practical and operational administrative hours.

Contract Length

This position is a full-time fixed term, 16 weeks position.

Application Details

To apply, please complete the application form below. The closing date for applications is the 26th April 2025.

Click [here](#) for the application form.