DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

Sport Program Assistant – UTM Intramurals

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline: August 7th 2023
Number of Positions: 1
Rate of Pay: $17.00 per hour
Position Start Date: August 29th 2023
Position End Date: March 31st 2024
Number of Hours per Week: Up to 15 hours per week. Must be willing to work varying day, evening and weekends
Classification: Work Study

Summary: Reporting to the Sport Program Coordinator and supervised by the Supervisor, Sport Programs, incumbent is responsible for:

- Assisting with administrative duties including but not limited to data entry which can include creating schedule for tournaments, updating scores, participant check-in, eligibility tracking, and other related administrative tasks to support UTM Intramurals Sport program
- Leading in-person staff training with details of the game manager role (i.e. how-to check-in participants, how to use the score board, completing the game sheet and game manager report, etc.)
- Monitoring game managers throughout the term and providing feedback to assist staff improvement to enhance the Intramurals program
- Providing support and coordination for special game/sport events, under the guidance of Sport Program Coordinator
- Supporting with department outreach to the broader UTM community.
- Supporting virtual and in-person programs, logistics and delivery of variety of sport offerings to the UTM community
- Knowing and understanding the emergency procedures implemented by the Department of Recreation, Athletics & Wellness
- Supporting multiple sport/game events on-campus throughout the term and aid with either photography, videography, managing and/or monitoring as needed
- Supporting the Graphic Designer with creating promotional material and schedules
- Managing various projects for UTM Intramurals such as promotion video of the leagues, staff training videos, reviewing/creating sport rules, etc.
- Assisting in the coordination of UTM Intramurals league meetings which includes preparing speaking notes, presentation details of the league(s), handouts, etc.
- Providing weekly feedback and recommendations to the Sport Program Coordinator on areas to improve the overall student experience
- Maintaining an appropriate professional demeanor at all times
- Contributing to special projects as assigned

Qualifications:

- Must meet the work study program eligibility requirements for the 2023-2024 academic year
- Flexible schedule with the ability to work varied hours
- Ability to work independently as well as in a team setting
- Experience leading meetings and presentations to large groups
- Experience creating video scripts, story boards and casting participants is preferred
- Positive communication and time-management skills
- Requires great attention to detail and creative problem-solving skills
- Familiarity with UTM Intramurals and other sport programs and offerings within the department
- Current Certification in Emergency First Aid is preferred (not required)
**Method of Application:**

**Deadline to Apply:** August 7th 2023

Please send your resume, and cover letter to utm.eagles@utoronto.ca

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

**Contact Information:**

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