



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

Sport Program Assistant – Tri-Campus

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:	April 26, 2024
Number of Positions:	2-3
Rate of Pay:	\$18.00 per hour
Position Start Date:	August 25 th 2024
Position End Date:	April 12 th 2025
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:	<p>Reporting to the Sport Program Coordinator and supervised by the Supervisor, Sport Programs, incumbent is responsible for:</p> <ul style="list-style-type: none"> • Assisting with administrative duties including but not limited to data entry which can include creating schedule for tournaments, updating scores, eligibility tracking, on-boarding of student-athletes and other related administrative tasks to support Tri-Campus Sport program • Assisting with in-person staff training with details of the Tri-Campus Game Day Staff (i.e. how to use sport specific game sheets, how to use the score board, completing the game sheet, etc.) • Ensuring the operation of the score clock, player panel, official scoresheet, stats and all other score table functions are running smoothly and properly for all home games and/or tournaments at UTM • Assist with the planning of all Ontario Collegiate Recreation (OCR) sport tournaments hosted by UTM (i.e. drafting of schedule, preparing packages for teams, promotions, etc.) • Supporting with coordinating and communicating between UTM teams/coaches, visiting teams/coaches and officials • Having a strong knowledge of FIBA, FIFA and FIVB sport rules is an asset • Having a strong knowledge of tracking player stats and in-game requirements for: soccer, basketball and volleyball • Knowledge of rules and scoring for any of the following sports an asset: Ultimate Frisbee, Flag Football and Indoor Cricket • Knowing and understanding the emergency procedures implemented by the Department of Recreation, Athletics & Wellness • Provide 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
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Qualifications:	<ul style="list-style-type: none">• Must meet the work study program eligibility requirements for the 2024-2025 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• Positive communication and time-management skills• Requires great attention to detail and creative problem-solving skills• Familiarity with Tri-Campus league and other sport programs within the department• Current Certification in Emergency First Aid is preferred (not required)
Method of Application:	<p>Deadline to Apply: April 26, 2024</p> <p>Please send your resume, and cover letter to utm.eagles@utoronto.ca</p> <p>We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted</p>
Contact Information:	<p>Todd Erskine Interim Supervisor, Sport Programs todd.erskine@utoronto.ca (905) 569-4568 University of Toronto Mississauga - Recreation, Athletic & Wellness Centre 3359 Mississauga Road Mississauga, ON L5L 1C6</p>