



## 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.

<b>Deadline:</b>	April 26, 2024
<b>Number of Positions:</b>	2-3
<b>Rate of Pay:</b>	\$18.00 per hour
<b>Position Start Date:</b>	August 25 <sup>th</sup> 2024
<b>Position End Date:</b>	April 12 <sup>th</sup> 2025
<b>Number of Hours per Week:</b>	Up to 15 hours per week. Must be willing to work varying day, evening and weekends
<b>Classification:</b>	Work Study
<b>Summary:</b>	<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"> <li>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</li> <li>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.)</li> <li>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</li> <li>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.)</li> <li>Supporting with coordinating and communicating between UTM teams/coaches, visiting teams/coaches and officials</li> <li>Having a strong knowledge of FIBA, FIFA and FIVB sport rules is an asset</li> <li>Having a strong knowledge of tracking player stats and in-game requirements for: soccer, basketball and volleyball</li> <li>Knowledge of rules and scoring for any of the following sports an asset: Ultimate Frisbee, Flag Football and Indoor Cricket</li> <li>Knowing and understanding the emergency procedures implemented by the Department of Recreation, Athletics &amp; Wellness</li> <li>Provide weekly feedback and recommendations to the Sport Program Coordinator on areas to improve the overall student experience</li> <li>Maintaining an appropriate professional demeanor at all times</li> <li>Contributing to special projects as assigned</li> </ul>



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Qualifications:	<ul style="list-style-type: none"><li>• Must meet the work study program eligibility requirements for the 2024-2025 academic year</li><li>• Flexible schedule with the ability to work varied hours</li><li>• Ability to work independently as well as in a team setting</li><li>• Experience leading meetings and presentations to large groups</li><li>• Positive communication and time-management skills</li><li>• Requires great attention to detail and creative problem-solving skills</li><li>• Familiarity with Tri-Campus league and other sport programs within the department</li><li>• Current Certification in Emergency First Aid is preferred (not required)</li></ul>
Method of Application:	<p><b>Deadline to Apply:</b> April 26, 2024</p> <p>Please send your resume, and cover letter to <a href="mailto:utm.eagles@utoronto.ca">utm.eagles@utoronto.ca</a></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><b>Todd Erskine</b> Interim Supervisor, Sport Programs <a href="mailto:todd.erskine@utoronto.ca">todd.erskine@utoronto.ca</a>   (905) 569-4568 University of Toronto Mississauga - Recreation, Athletic &amp; Wellness Centre 3359 Mississauga Road Mississauga, ON L5L 1C6</p>