



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:	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:	March 31 st 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, 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:	<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 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)



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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>