Department of Recreation, Athletics & Wellness

UTM Intramural – Game Manager Coordinator

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.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>May 30th, 2019</th>
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<tbody>
<tr>
<td>Number of Positions:</td>
<td>2</td>
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<tr>
<td>Rate of Pay:</td>
<td>$17.00</td>
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<tr>
<td>Position Start Date:</td>
<td>September 4th, 2019</td>
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<td>Position End Date:</td>
<td>February 22nd, 2020</td>
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<tr>
<td>Number of Hours per Week:</td>
<td>Varies, generally 3-12 hours per week. Must be willing to work varying day, evening and weekends</td>
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<td>Classification:</td>
<td>Work Study</td>
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Summary:
Reporting to Varsity and Intramural Sport Coordinator and supervised by the Sport Administration Assistant incumbent is responsible for the following:

- Responsible for scheduling Game Managers for all UTM Intramural league and playoff games
- Required to train and supervise staff under the guidance of the Varsity & Intramural Sport Coordinator
- Update IM Leagues for Intramural game updates, and adjust to any schedule changes that may have occurred and communicate changes with UTM League Ambassadors
- Update team eligibility using tracking document
- Required to monitor Game Managers throughout the term and provide feedback to assist staff improvement to enhance the Intramural program
- Maintain an appropriate professional demeanor at all times
- Understand emergency/evacuation procedures and risk management principles that are relevant to the UTM Intramural program
- Supply information to participants that is relevant to the UTM Intramural Program and other sport programs within the department, if required
- Incumbent will be occasionally assigned other duties relating to sport

Qualifications:
- Must be current part time or full time undergraduate or graduate UTM Student
- Current Certification in Emergency First Aid
- Flexible schedule with the ability to work varied hours
- Ability to work independently as well as in a team setting
- Knowledge of sport specific rules and policies is preferred
- Familiarity in UTM Intramural program is an asset. (not required)
- Excellent oral and written communication skills

Method of Application:
Deadline to Apply: May 30th, 2019
Please send your resume, covering letter, and three references to sonia.rocha@utoronto.ca
We thank all applicants for their interest; however only those applicants selected for further consideration will be contacted.

Contact Information:
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Varsity and Intramural Sport Coordinator
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