



MoveU

Event and Program Coordinator



POSITION TITLE: MoveU Event and Program Coordinator

NUMBER OF OPPORTUNITIES: 2

DEPARTMENT: Faculty of Kinesiology & Physical Education

PAY RATE: \$20.00/hour

HOURS: Varies per week, flexible (up to 15 hours per week)

CONTRACT TERM: August 17, 2026 to April 16, 2027

CLASSIFICATION: USW - Casual

Overview of MoveU:

MoveU is an energetic, passionate, hard-working team of students dedicated to making physical activity a part of every University of Toronto (UofT) student's life. Launched as a campaign in 2012, MoveU aimed to promote physical activity as a wellness strategy and spread the message that physical activity doesn't mean taking a break from your work, but rather, being physically active is you at your most productive. Today, MoveU maintains the same values and continues as a branch of Sport & Rec, working to make physical activity opportunities that are accessible and welcoming for all activity levels (with a focus on beginners). We focus on participation and enjoyment; our participants are too busy having fun to realize all the exercise they're getting!

Our staff team is organized into pairs that oversee key operational areas (ex. event coordination). While each pair is responsible for a designated area, all staff collaborate to facilitate programs and events.

Reporting to the Assistant Manager, Physical Activity and the Coordinator PA, and working closely with

the KPE Communications staff, the Videographer and Social Media Assistant will be responsible for:

- Plan, implement, coordinate, and evaluate all MoveU Events.
 - Creating an Event Plan
 - Organizing and prepping swag and equipment for the event
 - Outlining staffing needs for the event
 - Ensuring the team is on track and up to date with the tasks outlined on the GDAP
 - Creation, distribution, and analysis of feedback forms or other evaluation methods
- Maintaining an inventory of swag items and MoveU equipment
- Help with the logistics of events, collaborate with other partners with co-branded events
- Lead weekly orientations of our Sport & Rec Facilities through tours and programs
- Promote Sport & Rec, MoveU and partner programs' events and activities
- Creation of an end-of-semester stats report for the event feedback collected (December, April)
- Attend all mandatory team meetings
- Aid in the facilitation and execution of MoveU Events and activities
- Other tasks directed by Assistant Manager Physical Activity

MINIMUM QUALIFICATIONS:

- Some evenings and weekends required.
- Experience coaching, training, or facilitating physical activity is an asset.
- **Must be available for in-person work starting August 21, 2026.**

Education:

- University of Toronto St. George student enrolled in the 2026-2027 fall/winter school session, and in good academic standing.

Skills:

- Previous customer service experience in a front-line position is required.
- Reliability, punctuality and maturity are essential.
- Event coordination
- Strong time management and organizational skills
- Strong communication and interpersonal skills
- Knowledge of Microsoft Office and google drive
- Conflict resolution

Co-curricular Record Competencies developed:

- Health Promotion
- Goal-setting and prioritization
- Project management
- Leadership
- Professionalism
- Reflective Thinking

Please apply with resume and cover letter by Thursday, August 6 to:

Julia Esterhammer

Assistant Manager, PA, Sport & Rec

Faculty of Kinesiology & Physical Education, University of Toronto 55

Harbord St, Toronto, ON

julia.estherhammer@utoronto.ca