



# MoveU

## Event Coordinator



**POSITION TITLE:** MoveU Event Coordinator  
**NUMBER OF OPPORTUNITIES:** 1-2  
**DEPARTMENT:** Faculty of Kinesiology & Physical Education  
**PAY RATE:** \$15.00/hour  
**HOURS:** 10 hours per week from August 2021 to February 2022

### Overview of MoveU:

MoveU is a tri-campus initiative launched in 2012, which aims to promote physical activity as a wellness strategy. A central message of the campaign is making physical activity accessible, and that being active doesn't mean taking a break from your real work. Rather, being active is you at your most productive. Students are encouraged to engage in physical activity as a stress reliever, a brain booster, and a social opportunity to improve their quality of life. Many of the initiatives and events are centered on this idea.

Under the direction of the Assistant Manager, Physical Activity the Events Coordinator will be responsible for:

- assisting with planning, implementation, on-site coordination, and evaluation of MoveU events
- supporting physical activity initiatives on campus
- overseeing all MoveU and partnership events
- taking on a leadership role in coordinating event logistics
- planning and operating the MoveU booth
- providing support and mentorship to volunteer teams as needed
- working some weekends and evenings will be required

### MINIMUM QUALIFICATIONS:

#### Education:

- University of Toronto St. George student enrolled for 2021/22 school year, and in good academic standing.
- Qualify for the Work Study Program

#### 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
- CPR and First Aid considered an asset

**Co-curricular Record Competencies developed:**

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

**Incumbents MUST be available for mandatory training August 2021**

**Please apply with resume, cover letter, and portfolio by April 9, 2021 to:**

Kate Moore

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

[katie.moore@utoronto.ca](mailto:katie.moore@utoronto.ca)