



MoveU

Event Coordinator



POSITION TITLE: MoveU Event Coordinator

NUMBER OF OPPORTUNITIES: 1

DEPARTMENT: Faculty of Kinesiology & Physical Education

PAY RATE: \$15.90/hour

HOURS: 10 hours per week from August 2023 to March 2024

NOTE: This is a casual job that will become a work-study position in early September. Applicants must meet work-study requirements to apply.

Overview of MoveU:

MoveU is an energetic, passionate, hard-working team of work-study students and volunteers 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 and Rec, working to make physical activity opportunities that are accessible and welcoming for all activity levels (with a focus on beginners) and all body types. We focus on participation and enjoyment; our participants are too busy having fun to realize all the exercise they're getting!

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

- Plan, implement, coordinate, and evaluate all MoveU Events.
 - Creating a Game Day Action Plan (GDAP)
 - 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
- 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:

- Must meet work-study requirements.
- Some evenings and weekends required.
- Must be available in-person starting September 5th, 2023. In-person availability in August, 2023 for trainings is an asset (virtual training is available if needed).

Education:

- University of Toronto St. George student enrolled for 2023-2024 school year, and in good academic standing.

Course Load Requirements:

- Domestic undergraduate and graduate degree student enrolled in a minimum of 2.0 credits per year and 0.5 credits per semester (i.e. minimum is 0.5 credits one session, 1.5 credits in the other).

OR

- Full-time international undergraduate and graduate students enrolled in a minimum of 3.0 courses per year and 0.5 credits per semester. Part-time not eligible.

Work-Study Requirements:

- Be a University of Toronto student.
 - Graduate students must be registered as defined by their college/faculty in order to be eligible.
 - Non-degree students are *not* eligible for Work Study.
 - Students doing a placement (e.g. co-op work term) already are *not* eligible for Work Study.
 - Students registered in the Toronto School of Theology are *not* eligible for Work Study.
- Students are permitted to accept only ONE Work Study position per program period.
- Students must meet the Work Study sessional load requirements (see below) at the time of application.

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 in August 2023 (online or in-person).

Please apply with resume and cover letter by July 16, 2023 to:

Kate Moore

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

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