



MoveU

Outreach and Program Assistant



POSITION TITLE: MoveU Outreach and Program Assistant

NUMBER OF OPPORTUNITIES: 2

DEPARTMENT: Faculty of Kinesiology & Physical Education

PAY RATE: \$16.55/hour

HOURS: 10 hours per week from August 2024 to March 2025

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 and the Coordinator, PA and EDIB, you will be responsible for:

- Connecting with faculty, staff, and students across campus, see how we can collaborate with them
- Connecting with professors and instructors to promote and arrange Movement Breaks
- Create and maintain the MoveU Calendar, containing all MoveU events and activities
- Outline staffing needs for Movement Breaks and other event, activities, and requests
- Lead weekly orientations of our Sport & Rec Facilities through tours and programs
- Promote Sport & Rec, MoveU and partner programs' events and activities
- Collecting and analyzing stats and/or feedback from Mobile MoveU, Movement Breaks and other requests
 - Creating end of semester report of stats/feedback collected (December, April)
- Attend all mandatory team meetings and participate in discussions
- 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 1, 2024 In-person availability in August, 2024 for trainings is an asset (virtual training is available if needed).

Education:

- University of Toronto St. George student enrolled in the 2024-2025 fall/winter school session, 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 leadership or volunteer management experience
- Interest in promoting student health and well-being
- Strong familiarity with social media (mainly Instagram)
- Excellent oral and written communication skills
- Strong organizational and promotional skills
- Self-motivated with ability to take creative initiative
- Proficient computer skills (i.e. Microsoft Word, Excel, Teams and PowerPoint software)

Co-curricular Record Competencies developed:

- Health Promotion
- Communication (written and oral)
- Goal - setting and prioritization
- Teamwork
- Professionalism
- Reflective Thinking

Incumbents MUST be available for mandatory training in August 2024 (online or in-person).

Please apply with resume and cover letter by April 14, 2024 to:

Kate Moore

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

katie.moore@utoronto.ca