



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Fall Intramural Tournaments & Events Convenor

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

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.

Deadline:	July 28, 2019
Number of Positions:	1
Rate of Pay:	\$16.50/hour
Position Start Date:	August 26, 2019
Position End Date:	December 14, 2019
Number of Hours per week:	Up to 20 hours per week
Classification:	Casual –USW
Summary:	<p>Reporting to the Manager, Tri-Campus Sports and supervised by the Coordinators, Tri-Campus Sport Operations & Administration, the incumbent will be responsible for the following:</p> <p>Convening Intramural Tournaments and Events. He/she will also be responsible to liaise with Intramural club representatives for tournament delivery.</p> <p>Responsible for creating tournament schedules by sport and division as required.</p> <p>Will need to attend entry meetings and supervise events as required. Will need to work with Intramural Head Referees and Game Manager Coordinators to ensure adequate staff personnel are assigned to events. Will work with ISC reps, captains, Recognized Campus Group/Club Executives and Intramural staff to promote tournament and events. Will need to keep IMLeagues up-to-date with all participant information.</p> <p>Will complete a tournament/event report for each tournament/event with evaluation and suggestions for future activities. He/she is responsible for knowing and understanding emergency procedures and risk management principles that are relevant to the Intramural program, including being able to apply first aid to injured participants. He/she will be required to fill out</p>

	<p>injury/incident reports and deliver them to the appropriate locations in a timely manner.</p> <p>Will need to attend meetings with IM staff as required. He/she will act as a role model to all staff and participants of the Intramural program.</p> <p>There may also be other duties as assigned.</p>
Minimum Qualifications:	<p>Education: Minimum of one year of post-secondary education completed.</p> <p>Certifications: In order to start employment, candidate must have current certification in (Standard First Aid certificate no more than 3 years prior to application date & Basic Rescuer/Level C CPR certificate no more than 1 year prior to application date) issued from Red Cross or Lifesaving Society or St. John's Ambulance.</p> <p>Experience: Preference given to those candidates that have Intramural experience. Experience with Intramural Tournaments and Events an asset.</p> <p>Skills: This position requires great attention to detail, creative problem solving skills, positive communication skills, a high degree of teamwork, flexibility, superior time management skills.</p> <p>Other: Must provide a valid Social Insurance Number (SIN) card/letter.</p> <p>Interviews will be held periodically between August 5th and August 16th, generally between the hours of 11am and 6pm.</p> <p>*Note: Preference will be given to University of Toronto Students in the hiring process.</p>
Method of Application	<p>Resume, cover letter and copy/copies of certifications to be emailed to: intramurals@utoronto.ca</p> <p>Subject line should include title of position and your name.</p>
Contact Information:	<p>Deide Konney, Coordinator – Intramurals.</p> <p>Please note a response to your inquiry may take up to 3 business days.</p>
Date Posted:	<p>July 2, 2019</p>