



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Program Assistant, Fitness & Performance	
<p><i>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.</i></p> <p><i>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.</i></p>	
Deadline:	May 3, 2024
Number of Positions:	1
Rate of Pay:	\$27.50
Position Start Date:	June 1, 2024
Position End Date:	November 23, 2024
Number of Hours per week:	35 hours/week; Wednesday – Sunday: afternoons, evenings and weekends
Classification:	Casual, Full-time, USW-union
Summary:	<p>The Fitness & Performance (F&P) department of U of T Sport & Rec within the Faculty of Kinesiology and Physical Education (FKPE), offers its members comprehensive and integrated physical activity and fitness training experiences at the Athletic Centre, Goldring Centre for High Performance Sport, and Varsity Centre at the St. George Campus.</p> <p>As an industry leader in wellness, physical activity, and high-performance training, the Fitness & Performance department offers diverse opportunities for members to move well via integration of research, practice, and experiential learning to meet the needs of a broad range of participants and movement goals. The Fitness & Performance team continues to develop and implement innovative programs and services that emphasize individual learning and will enhance physical and mental wellness, contribute to academic success, and create a foundation for healthy active living for members at the University and beyond.</p> <p>Reporting to the Manager, Fitness & Performance, the incumbent provides a range of support to the Fitness and Performance Department and works closely with students, Strength and Conditioning Center participants, and Fitness and Performance Staff to support the administrative tasks that promote the student experience.</p>

	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Support overall schedule development and maintenance of multiple staffing groups within the Fitness and Performance department - Assist in monitoring last minute adjustments to the schedule, including shift changes, and facilitate last minute staff coverage - Carry out equipment safety inspections according to schedule provided and established safety protocol - Assist in identifying equipment lifecycle and replacement strategy - Ensure participant statistics are monitored and recorded appropriately - Provide on the floor assistance as necessary to multiple Fitness and Performance staffing groups to ensure smooth delivery of services - Support and ensure efficient functioning with set up of various program offerings within spaces, including recreational group fitness workouts, intercollegiate athletic training, personal and group training - Support weekly communication amongst staff - Deliver exceptional customer service to all members - Answer and direct member inquiries regarding programs and services appropriately - Support and educate members regarding the Faculty's goals of anti-racism and cultural diversity, women only hours, sexual and gender diversity, and accessibility as it relates to strength and conditioning programming
<p>Qualifications:</p>	<p>Education:</p> <ul style="list-style-type: none"> • Degree in kinesiology or health related field <p>Experience:</p> <ul style="list-style-type: none"> • Providing on-the-job leadership and oversight to a group • Previous experience within a gym and weight room setting • Working experience or strong interest in health, wellness, fitness, and physical education is required. • Experience in fitness equipment inspection and maintenance is an asset • Customer service experience in a work-related setting <p>Skills:</p> <ul style="list-style-type: none"> • Excellent communication (oral and written) and listening skills • Demonstrated ability to work with a diverse group of people in a team and with various client populations • Strong ability to manage multiple task priorities at a given time • Demonstrated commitment and professionalism to equity, diversity, inclusion and promotion of a respectful and welcoming learning and working environment <p>Certifications Required:</p> <ul style="list-style-type: none"> • CPR-C; issued by Canadian Red Cross, Lifesaving Society, or St. John's Ambulance dated not more than one (1) year prior to your start date • Standard First Aid; issued by Canadian Red Cross, Lifesaving Society, or St. John's Ambulance dated not more than three (3) years prior to your start date

Method of Application	Resume and cover letter to be submitted via email to: Alanna.coulson@utoronto.ca Subject line should include title of position.
Contact Information:	Alanna Coulson, Manager, Fitness & Performance
Date Posted:	April 22, 2024
Diversity Statement	The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.
Accessibility Statement	<p>The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.</p> <p>The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.</p> <p>If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.</p>