



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Instructed Sport, Physical Activity and Evaluation Administrator	
<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:	November 22, 2024
Number of Positions:	1
Rate of Pay:	\$28.05
Position Start Date:	January 12, 2025
Position End Date:	May 10, 2025
Number of Hours per week:	35 hours/week; Wednesday – Sunday: afternoons, evenings and weekends
Classification:	Casual, Full-time, USW-union
Summary:	<p>Under the general direction of the Assistant Manager, Physical Activity & Assistant Manager, Instructed Sports Learning & Evaluation, the Coordinator, Physical Activity assists with the coordination and implementation of diverse and comprehensive physical activity and sports programs with an emphasis on an educational and participant-centered approach with a focus on equity and engagement.</p> <p>The incumbent is responsible for providing day-to-day administrative support and coordination for the efficient and effective delivery of co-curricular physical activity programs, including drop in and adult registered programming. They assist in supporting the short- and long-term program planning activities and respond to routine inquiries and program issues that require a timely resolution. They assist in collecting and analyzing data. The incumbent will assist in supervising casual USW staff, and non-unionized staff in the physical activity portfolio, acting as an information resource and assisting staff when managers are not physically present.</p>

	<p>Your responsibilities will include:</p> <ul style="list-style-type: none"> • Acting as first point of contact for casual staff on evenings and weekends • Coordinate, and communicate program cancellations with multiple stakeholders • Administrative work such as: maintenance of drop in equipment, court booking no shows, staff certifications and maintain updated staff handbooks • Assist with the maintenance of Sport&Rec drop-in and Instruction Sports websites, as well as within booking software FUSION • Assist in designing and implementing methods for collecting participant data during physical activity programs. • Compile and organize data collected from program participants, ensuring accuracy and completeness. • Prepare reports summarizing key findings and recommendations for program enhancement. • Utilize basic statistical methods to analyze program performance data, such as attendance rates, participant demographics, and program satisfaction. • Monitor and evaluate program performance metrics, such as participant retention rates and program attendance. • Identify areas where program performance may be lacking or opportunities for improvement exist. <p>Additional Duties:</p> <ul style="list-style-type: none"> • Assist in developing performance indicators and benchmarks to measure the success of physical activity programs. • Liaising with contacts to foster an ongoing continuum of opportunities for physical activity programming • Providing orientation to new employees and/or students • Disseminating and collecting surveys and questionnaires
<p>Qualifications:</p>	<p>Education:</p> <ul style="list-style-type: none"> • Undergraduate degree in Physical & Health Education or Sports Administration or equivalent acceptable combination of education and experience. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum two (2) years' experience in the coordination, planning, implementation, promotion and delivery of physical activity and sports programs in a university and/or sport and recreation environment • Minimum two (2) years' experience in the coordination and facilitation of programs and educational workshops and seminars, specifically for diverse populations <p>Skills:</p> <ul style="list-style-type: none"> • Strong numeric, research, and analytical skills with an ability to analyze complex data sets, identify trends in the data, develop new metrics, and make recommendations based on data-driven insights that will support and inform departmental decisions. • Must have knowledge of and significant experience with students, youth, leadership and related programming • Excellent written and oral communication skills • Strong organizational and time management skills • Strong interpersonal skills in a position that requires tact and discretion • Demonstrated excellent administrative and coordination skills • Strong computer competencies with proficiency in Microsoft Office Suite

	<ul style="list-style-type: none"> • Ability to interact professionally and effectively with people at all levels • Must possess a strong client service orientation • Must have a commitment to the Faculty's mission and values and an understanding and commitment to diversity and equity issues • Must have the ability to work in a team environment • Demonstrated conflict-resolution and problem-solving skills • Must have the ability to exercise sound judgment and creative thinking
	<p>Assets (Nonessential):</p> <ul style="list-style-type: none"> • Experience working with sports instructors and coaches • Advanced knowledge of MS Office (i.e. Excel, Access, PowerPoint), student information systems (i.e. ROSI/ACORN/FUSION) and file management systems (i.e. SharePoint). • Excellent verbal and written communication skills. <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	<p>Resume and cover letter to be submitted via email to: Katie.moore@utoronto.ca Subject line should include title of position.</p>
Contact Information:	Kate Moore, Assistant Manager, Physical Activity
Date Posted:	November 8, 2024
Diversity Statement	<p>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.</p>
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>