



**UNIVERSITY OF TORONTO**  
**FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION**

<b>Physical Activity Facilitator –Coordinator</b>	
The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.	
<b>Deadline:</b>	<b>April 22, 2018</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Rate of Pay:</b>	<b>\$16.00</b>
<b>Position Start Date:</b>	<b>September 2, 2018</b>
<b>Position End Date:</b>	<b>January 12, 2019</b>
<b>Number of Hours per week:</b>	<b>8-10</b>
<b>Classification:</b>	<b>Casual - USW</b>
<b>Summary:</b>	<p>Reporting to the Assistant Manager, Physical Activity, the Physical Activity Facilitator <b>Physical Activity Facilitator –Coordinator</b> the incumbent leads, directs, trains and works with a team of Physical Activity Facilitators (PAFs) in performing the scope of their duties. This includes, but is not limited to providing prompt and professional customer service to members, ensure the lead safe and fun developmental skill sessions during drop in recreational programs. The incumbent will provide site-visits and on-the-job leadership and supervision to the PAF in all facilities and will act as a role model and mentor to all staff and users.</p> <p>He/she must also maintain and inventory equipment; ensure program schedules are accurate; and compile statistics for an annual report. The incumbent is responsible for assisting with administrative tasks including PAF staff shift changes, updating manuals, and responding to and addressing issues arising from PAF shift reports.</p> <p><b><u>Duties include:</u></b></p> <p><b>Facility Supervision</b></p> <ul style="list-style-type: none"><li>• Visually monitors the program activity space by performing regular site visits to all facilities</li><li>• Informs members of the established rules and regulations and etiquette guidelines while using the program areas and the equipment as necessary</li><li>• Responsible for direct customer service, answering members’ questions, assisting and directing members looking for programs or certain equipment, and crowd control</li></ul>

	<ul style="list-style-type: none"> <li>• Maintains and inventories equipment, including first aid supplies</li> <li>• Responds appropriately to situations requiring conflict resolution and emergency incidents requiring first aid or CPR</li> <li>• Assists with conducting skill sessions during drop in programs as needed</li> </ul> <p><b>Staff Development and Leadership</b></p> <ul style="list-style-type: none"> <li>• Assists the Assistant Manager, Physical Activity with the recruitment, orientation and training of casual staff, including administrative tasks</li> <li>• Attends and/or lead staff orientations, meetings, and equity workshops as required</li> <li>• Provides direct, on-the-job leadership and supervision of a team of Physical Activity Facilitators, direct work as required and report deficiencies in staff performance to the Assistant Manager, Physical Activity</li> <li>• Ensures PAFs complete of all administrative paperwork including statistics and shift reports</li> </ul> <p><b>Office Administration and Support</b></p> <ul style="list-style-type: none"> <li>• Preparing, printing and posting schedules and flyers; provide input and support to weekly communications</li> <li>• Provides website and social media support to the Assistant Manager, Physical Activity</li> <li>• Ensures posted schedules are accurate online and in print</li> </ul> <p><b>Co-curricular Record Competencies developed:</b></p> <ul style="list-style-type: none"> <li>• Health Promotion</li> <li>• Goal-setting and prioritization</li> <li>• Leadership</li> <li>• Facilitating &amp; Presenting</li> <li>• Decision-making and action</li> </ul>
<p><b>Minimum Qualifications:</b></p>	<p><b>Education:</b> Completed or pursuing a degree or diploma in PHE, Kinesiology, Physiotherapy or Health Sciences an asset</p> <p><b>Experience:</b> 2 years customer service experience and/or experience working in a fitness/athletics facility required. Experience with leading, instructing or mentoring students required. Demonstrated experience with coaching strongly preferred. Familiarity with the Faculty of Kinesiology &amp; Physical Education’s programs and services an asset.</p> <ul style="list-style-type: none"> <li>• Demonstrated excellence in teaching and/or leadership</li> <li>• Previous leadership experience through volunteer or staff supervision</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent customer service and leadership skills</li> <li>• Excellent communication skills (both oral and written)</li> <li>• Ability to respond to emergency and/or first aid incidents</li> <li>• Demonstrated ability to work with a diverse group of people and within a team</li> <li>• Ability to diplomatically and professionally resolve conflict situations when they arise</li> <li>• Ability to problem-solve and take initiative with minimal supervision</li> <li>• CMS (website) and Social Media experience required</li> <li>• Facility scheduling software experience considered a strong asset</li> <li>• Preference is given to current or recent University of Toronto students</li> </ul> <p><b>Certifications required:</b></p> <ul style="list-style-type: none"> <li>• Standard First Aid certificate issued by Canadian Red Cross, St. John Ambulance or Lifesaving Society not more than 3 years prior to August 17, 2016</li> <li>• Basic Rescuer/Level C CPR certificate issued not more than 1 year prior to August 17, 2016</li> <li>• <b>The incumbent must maintain all certifications while employed in this position.</b></li> </ul>
<b>Method of Application</b>	<p><b>Interviews will begin April 23<sup>th</sup> 2018</b></p> <p><b>Resume, cover letter and Co-curricular Record (CCR) to be emailed to:</b>  <a href="mailto:Katie.moore@utoronto.ca">Katie.moore@utoronto.ca</a></p> <p><b>Subject line should include title of position.</b></p>
<b>Contact Information:</b>	<p>Kate Moore  Assistant Manager, Physical Activity  <a href="mailto:Katie.moore@utoronto.ca">Katie.moore@utoronto.ca</a>  55 Harbord St,  Toronto, Ontario M5S 2W6</p>
<b>Date Posted:</b>	<p>April 4, 2018</p>