



MoveU

Event Coordinator



POSITION TITLE: MoveU Event Coordinator
NUMBER OF OPPORTUNITIES: 2
DEPARTMENT: Faculty of Kinesiology & Physical Education
PAY RATE: \$14.00/hour
HOURS: 10 hours per week from August 2019 to February 2020

Overview of MoveU:

MoveU is a tri-campus initiative launched in 2012, which aims to promote physical activity as a wellness strategy. A central message of the campaign is making physical activity accessible, and that being active doesn't mean taking a break from your real work. Rather, being active is you at your most productive. Students are encouraged to engage in physical activity as a stress reliever, a brain booster, and a social opportunity to improve their quality of life. Many of the initiatives and events are centered on this idea.

Under the direction of the Assistant Manager, Physical Activity the Events Coordinator will be responsible for:

- assisting with planning, implementation, on-site coordination, and evaluation of MoveU events
- supporting physical activity initiatives on campus
- overseeing all MoveU and partnership events
- taking on a leadership role in coordinating event logistics
- planning and operating the MoveU booth
- providing support and mentorship to volunteer teams as needed
- working some weekends and evenings will be required

Qualifications:

- Must be a University of Toronto St. George student enrolled for 2019/20 school year in good academic standing
- Qualify for the Work Study Program
- Previous customer service experience in a front line position is required.
- Reliability, punctuality and maturity are essential.
- Event coordination
- Strong time management and organizational skills
- Strong communication and interpersonal skills
- Knowledge of Microsoft Office and google drive
- Conflict resolution

- CPR and First Aid considered an asset

Co-curricular Record Competencies developed:

- Health Promotion
- Goal-setting and prioritization
- Project management
- Leadership
- Professionalism
- Reflective Thinking

Incumbents MUST be available for mandatory training late August 2019.

Please apply with resume, cover letter, and CCR by April 7 2019 to:

Rachel Tennant

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

Rachel.tennant@utoronto.ca | 416.978.2419