



JOB POSTING
CAMPUS RECREATION SPORT LEAGUE CONVENOR /
STUDENT ENGAGEMENT
Part-time Student Position
Trent Athletics & Recreation Department

Supervisor: Student Engagement Guest Experience Agent
Hours of Work: 3-10 hours per week (flexible, depending upon special events schedule)
Terms: Spring/Summer (May 1st- August 31st, 2023)
Rate of Pay: \$15.50/hour

Trent Work Study Eligibility: Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP), will be given priority consideration for this position, for all fall/winter position. TWSP eligibility is not applicable for May-August. However all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>. Please indicate on your Cover Letter whether you are TWSP approved.**

ABOUT TRENT ATHLETICS & RECREATION:

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sport and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle. They will also be empowered to develop the programs to reflect their recreational experience and suit the needs of our participants. This role provides the opportunity to learn and develop skills that complement your courses and take forward for future employment.

ABOUT THE POSITION:

The Athletics Department is a vibrant and energetic place. We are looking for individuals to join our Campus Recreation Team, who are **passionate about delivering outstanding service and an exceptional guest experience** to Trent students, alumni, staff/faculty, and members of the community.

Campus Recreation Convenors are responsible for the facilitation of intramural sport leagues. This includes everything from set-up to tear-down and everything in between. Our convenors are expected to know all Trent University Campus Recreation rules for the sport, and be able to call and explain the rules to participants. We offer training sessions and support staff to ensure the success and safety of our programs.



Primary Responsibilities:

- Ensure that Trent students receive an outstanding experience by providing a friendly and welcoming environment. This includes proactively greeting every individual and maintaining knowledge of programs, services, and processes.
- Respond to student/member inquiries and provide education and support on new reopening protocols, including: online workout booking system; wayfinding and traffic flow with the Athletics Centre; cleaning protocols; and physical distancing.
- Arrive a minimum of 30-15 minutes prior to the games, depending on the sport, to organize and lead set up and clean-up of the league's equipment.
- Be prepared for games.
- Understand and be able to vocalize the sport league's rules.
- Resolve issues between participants.
- Check in all athletes and manage league scores via the IM Leagues app.
- Record and track game sheet results via the IM Leagues app.
- Report any improper sport conduct.
- Aware of physical surroundings and safety hazards to participants.

Minimum Qualifications:

- Must be a Trent student. Priority consideration will be given to students who are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
- Outgoing and personable with the ability to communicate effectively with colleagues and a variety of customer groups.
- Strong Understanding of the sport and rules.
- Certifications in the designated sport are in asset.
- Excellent customer service skills required.
- Strong communication skills and strong administrative and leadership skills required.
- Ability to work at a fast-pace, and make decisions quickly.
- Ability to problem-solve.
- Self-motivated, punctual and responsible
- Willingness to work as part of a team, providing additional shift coverage as needed.

Training and Certifications Required – All training must be complete prior to starting first shift and the cost of training is the responsibility of employee.

- Police Record Check
- First Aid/CPR and AED
- Ministry of Labour Health and Safety Worker Awareness Training
- Workplace Violence and Harassment Training
- WHMIS (Workplace Hazardous Materials Information System Training)
- AODA Customer Service Training



- AODA – Integrated Accessibility Standards Regulation Training
- Information Security and Privacy Training
- Concussion Awareness Training
- Trent University COVID Training

Candidates with formal qualifications or certificates within their sport or specialism would be considered an asset for this role.

To Apply:

All applications must include a cover letter and resume and can be submitted to campusrec@trentu.ca (*Microsoft Word or Adobe PDF*). Please note your full name and the position title in the subject line of your e-mail (i.e. First and Last Name – Position Title).

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication please contact campusrec@trentu.ca

While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.