



Varsity Operations & Logistics Lead

Part-time Student Position

Trent Athletics & Recreation Department

Supervisor:	Athlete Development Coordinator
Hours of Work:	In-Season (Fall/Winter Semesters) – 5-10 hrs per week Primarily Monday-Friday, 9:00am-5:00pm Some evening and weekend work may be required.
Term:	September, 2021 – April, 2022
Rate of Pay:	\$14.25/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, however all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>.**

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.

ABOUT THE POSITION:

The Athletics Department is a vibrant and energetic place. We are looking for individuals to join our student engagement and special events team, who are **passionate about delivering an exceptional guest experience** to Trent students and members of the community. This position provides you with an opportunity to learn and develop skills that you can take forward to future employment.

This position has been updated to include new responsibilities, with attention to health and safety for all members of our campus community. The Excalibur proudly represent Trent University in inter-university competition in USports, Ontario University Athletics (OUA) and Canadian University Field Lacrosse Association (CUFLA) events. We are looking for energetic and organized individuals to join our varsity events team, who are **passionate about delivering an exceptional guest experience**. Our Varsity Events staff are the “face” of the department, providing service to and interacting with Trent students, community members, visiting university athletic teams and general public.

As a Varsity Operations & Logistics Lead, you will be responsible for supporting the logistical planning and execution for Trent Excalibur varsity sports operations. This person will have some experience and knowledge of the sports we offer and affiliated organizations (OUA, USports and CUFLA). This



role will work closely with the Athlete Development Coordinator in planning, administering and executing all aspects of varsity related functions.

Primary Responsibilities:

- Support Athlete Development Coordinator in planning and executing administrative tasks.
- Compile league competition schedules to assess facility needs, and ensure appropriate facilities are booked with accurate time needs.
- Track and organize away game schedules to determine appropriate travel requirements for each team throughout seasons, including vehicle requirements, travel times, accommodation needs.
- Create training camp and practice schedules for varsity teams at Trent University that satisfy needs of coaching staff and performance expectations.
- Support all additional event requirements, ensuring appropriate facilities are booked, and communication is prepared for coaches and student-athletes.
- Develop and manage apparel and equipment inventory, including proper storage of items.
- Review game day procedures and protocols for varsity home events to ensure efficiency in delivering a quality experience to our student-athletes, staff, supporters and guests.
- Aid in review of existing and development of new student-athlete support services and resources.
- Development of action plan for varsity marketing and communications.
- Keeping informed on the most current Excalibur varsity sport news.
- Comply with policy and regulations (including dress code).
- Support other departmental functions as needed.
- Comply with all Trent University and Athletics & Recreation Department policies and processes (including dress code) and participate in all mandatory training.

Qualifications:

- Must be a Trent student. Priority consideration will be given to TWSP eligible students.
- Experience using common software suites (Office, Web) and ability to work with new services.
- Ability to follow instructions and cooperate with other team members
- Ability to work and problem-solve in a fast paced environment
- Self-motivated, punctual and responsible
- Ability to work evenings & weekends when necessary
- Knowledge of OUA, USports & CUFLA regulations, policies and procedures considered an asset.

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

To Apply:

All applications must include a cover letter and resume that can be e-mailed to varsity@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 varsity@trentu.ca.

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