Move U / Sneaker Squad Coordinator

Work term: August 20 – October 5, 2018
Salary: $16.50/hr
Work Hours: Monday-Thursday and some Weekends, variable hours
            15-25 hours per week
Employee Group: Casual USW

Job Description:
The Move U / Sneaker Squad Coordinator will work closely with the Fitness Program Coordinator and
the Move U Leader under the Athletics & Recreation Department. You will be responsible for assisting
in coordinator of the Move U and Sneaker Squad teams at UTSC.

Responsibilities / Duties:
- Booking space for meetings / events
- Scheduling staff for Learn to Run / Sneaker squad events
- Meeting on a weekly basis with Move U team
- Meeting on a bi-weekly basis with team leads
- Assists with event planning
- Assists with training, statistics, reporting & evaluation needs

Minimum Qualifications:

Education/Eligibility: Standard First Aid & Basic CPR

Experience: Event planning, customer service, physical activity and recreation planning, as asset.
            Must have a passion for physical activity and an understanding of our programs and
            facilities. Must be able to interact with students in a friendly and professional manner.

Skills: Communication, creative thinking skills are necessary. Must have exceptional
        interpersonal skills and feel comfortable in presenting in front of small and large groups.
        Strong computer skills with proficiency in Microsoft Office Suite and the UTSC Intranet.

Other: Ability to work with minimum supervision and flexibility towards work hours. Hours will
       vary weekly. Some evenings required.

Email cover letter and resume to:
Mohsin Bukhari
mohsin.bukhari@utoronto.ca

DEADLINE TO SUBMIT APPLICATION: Friday, August 10, 2018