

Position Description

Job Title: Student Program Coordinator - Aquatic Programming

Department: Mount Royal University - Cougars Athletics and Recreation

Term: Semesterly

Hours: Dependant on candidate

Compensation: Dependant on availability and experience: Paid in semi-monthly installments

Summary: Employees of Mount Royal University Cougars Athletics and Recreation have fun doing the hard work necessary to change people's lives by inspiring them to realize and experience the benefits of a healthy, active lifestyle. They are helping build a vibrant, industry leading Recreation Centre, bursting with the energy of our community living healthier, more active lives. The fun and the results come from living our work culture and following our Permission to Play guidelines.

Each Recreation team member is driven by our enduring department goals that are aligned with divisional and institutional strategic plans. Employee success will be measured by how well they live our work culture, enact our other principles, and contribute to the achievement of our objectives. Foremost among our goals are "more people, more active, more often" and "academic success". We will achieve those when each employee commits to creating outstanding, inclusive, individual experiences that enhance wellness, build community, and develop effective leaders and engaged citizens.

Reporting to the Aquatic Centre Supervisor and Coordinator, the Student Program Coordinator - Programming is a senior student responsible for managing day-to-day operations and programming of Aquatics, including staffing, programming, certification tracking and evaluating. This position will also work closely with the Student Program Coordinator - Aquatic Operations for instructor evaluations.

The Student Program Coordinator - Aquatic Programmer role will focus on adhering to the standards of Mount Royal University Cougars Athletics and Recreation, The Lifesaving Society and Canadian Red Cross to ensure an optimal experience for students and members. This position will provide invaluable opportunities for those seeking supervisory and facility management experience, programming and exposure to the field of recreation administration.

Duties & Responsibilities:

Administration

- Course administration
 - Enter courses into ActiveNet, SubItUp, Google
 - Track on a regular basis the number of registered individuals
- Process and track rosters
- Complete course statistics on a semester basis

- Equipment inventory, cleaning and restocking
- Term projects as needed

Peer to Peer Mentoring

- Collaborate with other SPC's to meet organizational objectives
- Help develop and lead area staff orientations, inservice, and term meetings
- Mentor, train and supervise staff (where applicable)
- Assist in hiring new staff
- Assist in conducting staff evaluations
- Schedule staff via SubltUp for course delivery

Student Engagement

- Assist and participate in Cougars Athletics and Recreation Engagement Events
- Assist in developing some social media content to promote first aid types of programs

Leadership Development

- Attendance for SPC specific training and events

Student Benefits

- Focus on Leadership Development
- Opportunities for PD
- Supervisory skill development
- Flexible workload (to some degree)
- Opportunity for staff to work towards more leadership
- Opportunity to leave their mark and create positive change
- Enhanced skills set and increased job readiness

Qualifications:

Minimum

- Enrollment in a post-secondary institution for the 2019-2020 school year
- SFA, CPRC
- Excellent time management, organization, communication and leadership skills
- Attention to detail
- Intermediate skills in Google
- Ability to establish effective working relationships and work as a team member
- Demonstrated commitment to and appreciation of diversity, cultural competence and global perspectives
- Demonstrated commitment to safety of others and self
- Ability to work a flexible schedule including daytime, evening and weekends
- Red Cross Water Safety Instructor

Preferred

- Experience with ActiveNet software

- Experience with Sub It Up software
- Two years working for Mount Royal University Recreation
- National Lifeguard
- Lifesaving Society Instructor, National Lifeguard Instructor or Water Safety Instructor Trainer certifications

To Apply: Submit cover letter and resume via email to Morgan Stanton, Aquatic Centre Supervisor at mstanton@mtroyal.ca (Subject: Student Program Coordinator – Aquatic Programming Application). Please use PDF format to submit.

Application Deadline: Semesterly