

Position Description

Job Title: Student Program Coordinator - Fitness and Wellness

Department: Cougars Athletics and Recreation

Term: Session (Fall, Winter, Spring/Summer)

Hours: Casual part-time (7-12 hour per week)

Reports to: Fitness and Wellness Supervisor

Compensation: TBD based on previous experience, paid in semi-monthly installments

Summary: The Student Program Coordinator is a member of the Recreation team of Cougars Athletics and Recreation which supports internal and external stakeholders by being in integrity with the Recreation Promise pillars: providing a welcoming and inclusive place to play on campus, providing accessible and engaging activities, providing a clean and safe environment, and providing friendly and helpful customer service. The SPC role is responsible for creating memorable customer experiences throughout the Fitness Centre and works collaboratively with the rest of the team to inspire healthy, active lifestyles through fun, student-led experiences.

The Fitness Centre Associate is an enthusiastic individual who has a positive attitude and takes pride in a job well done. They also have an outgoing, fun, yet professional attitude. You will be responsible for providing outstanding front line customer service to both internal and external customers in support of our Recreation and Athletic programs.

Student Program Coordinator - Duties & Responsibilities

Key responsibilities include administration, peer to peer mentoring, student engagement, and leadership development

Global Responsibilities

- Help with Get Rec'd Expo, Colour U Blue, NSO, & TED4Rec, other special events
- Help develop & lead area staff orientations, in services and term meetings
- Be a student voice for their area: provide feedback
- Mentor, train and supervise casual staff (where applicable)
- Help hire incoming staff (where applicable)
- Attendance for SPC specific training and events

Fitness Responsibilities

- Staff scheduling
- Payroll
- Equipment inventory
- AFLCA course set up/admin
- Sub requests
- Send weekly sub list to program assistants
- Regular checks with program assistants to see how they are doing - any issues?
- Report any stereo or equipment issues to program coordinator/supervisor
- Check for studio/storage room cleanliness

- Formal Program Assessment: formal and informal - create group fitness class evaluation in campus labs (student voice), select classes for evaluation and have participants complete
- Informal Program Assessment - pass on any feedback received to Program Coordinator
- Statistics
- Term projects as needed
- Help conduct staff evaluations
- Sending out sub reminders to people that are subbing
- Finding subs for registered program and drop on fitness classes

Administration support / responsibilities

- First Aid kit inventory
- Proofreading between tentative schedules, calendar, activenet, and Eplay
- Programing/ adjustments to classes
- Promotion events (booths, students engagement)
- Communications with instructors and customers
- Google calendar management
- Social Media support (engagement or through content support)

Qualifications:

Minimum:

- Must be current Mount Royal University student
- 2 years of working experience in a university environment.
- Current Standard First Aid with CPR-C
- AFLCA Certification or other speciality fitness and leadership certification

Preferred:

- CSEP-PFT Certification or other personal training certification
- Passion for recreation and enthusiasm for working with great people
- Excellent communication, organizational and interpersonal skills
- Open attitude to working with a diverse population
- Strong customer service experience with conflict resolution
- Ability to make quick decisions with minimal supervisory assistance

To Apply: Submit one PDF document (resume, cover letter and availability) via email to Kim Leong, Fitness and Wellness Supervisor.

Application Deadline: September 7, 2018