



*"Inspire healthy, active lifestyles through fun, student-led experiences"*

*-Welcoming and inclusive place to play*

*-Accessible and engaging activities*

*-Clean and safe environment*

*-Friendly, helpful customer service*

## **Position Description**

**Job Title:** Intramural Student Program Coordinator (SPC)

**Department:** Cougars Athletics and Recreation

**Term:** Ongoing

**Hours:** Casual part-time

**Reports to:** Recreational Sports Supervisor

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

**Summary:** Employees of Mount Royal University 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: "Inspire healthy, active lifestyles through fun, student-led experiences."

Intramural student program coordinators are members of the Intramural team within Cougars Athletics and Recreation which leads, develops, implements and manages a comprehensive and contemporary recreation program offering by being in integrity with the Recreation Promise: 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.

Reporting to the Recreational Sports Supervisor, the Intramural Student Program Coordinator is a senior student responsible for coordinating an Intramural league which includes all aspects of staffing, league scheduling, team management, administration, mentorship, leadership, and participant conduct.

The Intramural Student Program Coordinator will focus on adhering to the standards of Mount Royal University Recreation to ensure an optimal experience for students, staff and public members. This position will provide invaluable opportunities for those seeking supervisory and facility management experience and exposure to the field of recreation administration. For more information about Mount Royal University Cougars Athletics and Recreation, visit [mru.ca/recreation](http://mru.ca/recreation) or [www.mrucougars.com](http://www.mrucougars.com).



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## **Duties & Responsibilities:**

### **Expectations:**

- Responsible for all mandatory staff meetings and training
- Assist Recreational Sports Supervisor with special projects as assigned (Drop-in sports, tournaments, etc.)
- Responsible for other duties as assigned, in coordination with the Recreational Sports Supervisor

### **Staffing:**

- Hiring, training, evaluating and assigning officials/scorekeepers for respective league
- Ensure staff have completed all necessary HR paperwork (Appendix A, G, etc.)
- Accurately approve online timesheets of all reporting casual staff
- Communicating with the staff in regards to meetings, issues and concerns
- Ensure the completion of a written evaluation of each staff member twice per semester
- Provide leadership, mentorship and support professional development of all officials and scorekeepers

### **Leagues / Tournaments:**

- Coordinate the startup of all leagues and tournaments, in conjunction with other SPCs, including chairing of all participant meetings, collecting and verifying team rosters using ActiveNet, and developing league schedules through IMLeagues
- Ensure that the sport binder and equipment is properly prepared for all league nights
- Arrange for playoffs, awards and recognition in conjunction with Recreational Sports Supervisor
- Maintain and update league records on IMLeagues at least once per week
- Ensure that an updated schedule is given to the Recreational Sports Supervisor in order to return unused facility time
- Complete an end-of-term evaluation report and recommend changes and improvements
- Assist the Recreational Sports Supervisor with the development of assessment tools (Knowledge, Skills and Attributes – KSAs) to be used to mentor staff members



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### **Mentorship / Leadership:**

- Help develop a system to be used in conjunction with MRU sportsmanship
- Assist with processing of suspension reports, including meeting with participants, team captains, and then Recreational Sports Supervisor for all incidents involving suspendable offenses
- Track team sportsmanship ratings for sport and disqualify any teams that fall below acceptable level

### **Marketing / Promotions:**

- Actively promote all Intramural Sports activities and programs on campus
- Assist in any promotional activities as requested by the Recreational Sports Supervisor (classroom info sessions, Main Street, Colour-U-Blue, drop-in sports, etc.)

### **Administrative:**

- Attend all meetings with Intramural SPC team and Recreational Sports Supervisor
- Check and respond to sport-specific emails within 24 hours (daily basis)
- Make all necessary arrangements for facilities and equipment including safety assessment, risk management, sport-specific binder, and returning unused facility time

### **Qualifications:**

#### Minimum:

- Must be current Mount Royal University student
- Current Standard First Aid with CPR-C
  - Or ability to obtain certification by first scheduled shift
- Willingness to train and improve officials and scorekeepers

#### Preferred:

- Experience as participant or staff member in MRU Intramural leagues
- Passion for recreation and enthusiasm for working with great people
- Excellent communication, organizational and interpersonal skills
- Open attitude to working with a diverse population
- Customer service experience
- Knowledge of various sport rules
- Officiating and/or scorekeeping experience
- Conflict resolution experience
- Ability to make quick decisions with minimal supervisory assistance
- Previous experience with IMLeagues recreation management software



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**To Apply:** Submit one PDF document (resume and cover letter) via email to Chad Van Dyk, Recreational Sports Supervisor at [cvandyk1@mtroyal.ca](mailto:cvandyk1@mtroyal.ca) (subject line: "Intramural League Coordinator Application"). Within the application, please note which sport you are wanting to coordinate.

**Application Deadline:** Ongoing