

Position Description

Job Title: Student Program Coordinator – It's Your Move

Department: Mount Royal University Recreation

Term: Jan 30, 2019 to April 30, 2019

Hours: Approximately 10 hours per week

Compensation: Depending on experience, paid out bi weekly over the course of the contract

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 brand promise: "Inspire healthy, active lifestyles through fun, student led experiences".

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 Program Coordinator – Aquatics, First Aid and IYM, the Student Program Coordinator – It's Your Move is a student responsible for assisting with the day-to-day operations of the MRU It's Your Move programming. This would include course set up, course maintenance, inventory management, writing G & P and assisting with program development. This position will also work with other Student Program Coordinators to complete term tasks.

The Student Program Coordinator – It's Your Move role will focus on adhering to the standards of Mount Royal University Recreation, Alberta Health Services, and Alberta Occupational Health and Safety to ensure regulations and safety for students of the MRU School of Nursing and Midwifery. This position will provide invaluable opportunities for those seeking program management experience and exposure to the field of recreation administration.

Duties & Responsibilities:

Administration

- Daily course management (rosters, set up, cancellations, instructor communication)
- Resource management
- Develop and implement new program materials to support current programs
- Assist with Guidelines and Procedures
- Onboarding and training instructors
- Term projects as needed
- Generating the term schedule while coordinating with multiple faculties to insure numbers are met for student requirements
- Compiling the annual budgets and the next year's projections

Peer-to-Peer Mentoring

- Assist with development of instructor audits and implementation of competency model
- Be an ambassador for Recreation student staff
- Assist in new staff hiring
- Assist in conducting staff evaluations

Student Engagement

- Collaborate with other SPC positions within recreation to create times and activities for student engagement
- Assist with assessment of current registrations and develop a plan for increasing student participation

Leadership Development

- Attendance at Student Program Coordinator specific training and events
- Regular update meetings with Program Coordinator

Qualifications:

Minimum

- Enrollment in a post-secondary institution for the 2018-2019 school year
- SFA, CPRC
- Excellent time management, organization, communication and leadership skills
- Attention to detail
- Intermediate skills in Microsoft office (especially Excel)
- 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

Preferred

- Experience with ActiveNet software
- Experience with Sub It Up software
- Two years working for Mount Royal University Recreation
- IYM Original and willingness to become an instructor

To Apply: Submit cover letter and resume via email to Morgan Stanton, Customer Experience Team Lead - Aquatics at mstanton@mtroyal.ca (Subject: Student Program Coordinator – It's Your Move Application). Please use either Word or PDF format to submit.

Application Deadline: Sunday, January 20, 2018 at 10:00 pm