Athletics Recreation and Well-Being Coordinator

Purpose:

Markham Campus (MC) will embed York University in the heart of one of the most diverse and dynamic urban communities in the province and country. Reflecting the local economy, academic programs and research will revolve around the core themes of technology and entrepreneurship and how they are driving innovation across all areas of knowledge and society. Challenging the traditions of what a university campus can offer.

Markham Campus will act as a unique meeting place for students to interact directly with employers, start-up companies, and community partners from across the region. Reporting to the Manager, Fitness, Lifestyle and Customer Service, and the Assistant Director, Student Services Operations, the Athletics, Recreation and Well-being Coordinator is responsible for planning, development, implementation, administration, and evaluation of well-being instructional programs, Intramural sports programs, drop-in Sports programs, and additional recreation programs at the Markham Campus.

Responsibilities include the coordinating the recruitment process and participating in the hiring process, training, scheduling, and coordination of casual staff within the portfolio.

The portfolio includes group fitness instructors, intramural officials, drop in sports attendants as well as well-being program instructors. Embedded within York's Department of Athletics and Recreation and in close partnership with Student Counselling, Health and Well-being, the role serves as the Markham Campus lead on physical health and well-being. Programs and initiatives within their portfolio, advance Athletics and Recreation's, the Division of Students' and York University's commitment to student success, retention, well-being and fostering a vibrant, dynamic and engaged student life and community.

The role assists the Manager and Assistant Director in the coordination of programming and activities in the various community sites including the Pan Am Centre, the YMCA and Bill Crothers Secondary School and prioritizes maintaining strong and collaborative relationships with each partner.

Additionally, the role is responsible for the operations and activities of the multipurpose studio within the Markham building.

The role acts as a first responder for first aid, and CPR related issues, as required. Guided by evidence-based and leading practice, the role will consult with and engage Markham Campus students, faculty, and staff to ensure that athletics, recreation and well-being programming meets the needs of the community.
They use innovative outreach and approved communications strategies and maximize campus partnerships to ensure that the Markham Campus community are aware of and are motivated to engage in Athletics and Recreation programming at all York Campuses. Through working closely with Markham student services colleagues, the coordinator ensures that programming is coordinated, aligned and integrated within overall student life and engagement plans. The coordinator must continually align processes and outcomes with the Athletic and Recreation Department’s Recreation and Well-being Strategy, the Division of Students Strategic Plan, York University’s Well-being Strategy and the University’s Decolonizing, Equity, Diversity and Inclusion (DEDI) Strategy.

As a representative and ambassador of the Department of Athletics and Recreation, Markham Campus, and York University, the Athletics, Recreation and Wellbeing Coordinator maintains a high level of service and collaboration, excellence and treats members of the community with respect. They understand and embody how their defined responsibilities contribute to the goals and objectives of the Campus, Division and University, and to creating a positive, supportive, and student-focused team environment of high performance, respect, trust, collaboration, and continuous improvement, that embraces diversity and fosters inclusion.

Education:

- Undergraduate degree in Sport Administration, Recreation, Kinesiology or a similar area of study or an equivalent of four years recent experience (defined as within the last five years) working at York University performing the same or similar tasks. This education equivalency is in addition to the experiential requirements outlined below. Must currently hold and maintain certification as: Standard First Aid with CPR-C from Lifesaving Society, Red Cross or St. John Ambulance.

Experience:

- 2 years’ experience providing coordination and administration of fitness, lifestyle, and sport programs, including workflow coordination of work study student and casual staff and administration and facilitation of student leadership development.
- Experience in an education or municipal environment is required. Demonstrated experience scheduling, developing and coordinating programs.
- Experience in community engagement and promotions.
- Experience coordinating and delivering training to work study student and casual staff.

Skills:

- Skill(s) required:
- Ability to monitor and apply industry standards and trends, evaluate gaps, programs and services and address needs objectively.
• Ability to foster conditions for service excellence for a variety of partners such as students, faculty, clients, customers, colleagues, community users, etc.
• Demonstrated ability to relate to the University student experience, and demonstrated initiative taken to engage various user groups and promote holistic Well-being.
• Demonstrated customer service and communication skills.
• Attention to detail and accuracy, ability to work independently, and in a team environment are vital to the success of this role.
• Demonstrated organizational skills with the ability to multi-task, prioritize and meet deadlines.
• Demonstrated skills in program development and evaluation, problem solving.
• Demonstrated knowledge compiling/analyzing statistics and monitoring/reporting budget data (revenue, expenditure, payroll).
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• Demonstrated knowlude compiling/analyzing statistics and monitoring/reporting budget data (revenue, expenditure, payroll).

Technical
• Proficient in Office 365, Word, Excel, PowerPoint, Outlook
• Competency with recreation management software (Fusion).
• Proficiency in other electronic communications (social media including blogs, Instagram, twitter, etc.)

Other
• Demonstrates, shares and lives our divisional values: Respect, Excellence, Innovation, Collaboration, Accountability, Care and Inclusion.

Additional Notes:

Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview. Please note: This position requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment. Hours of work: Monday to Friday: 8:30 AM to 4:30 PM 4 days/week, 12:00 PM to 8:00 PM, 1 day/week Summer: same as above Peak periods: Late August to mid-October, January to mid-February Hours during peak periods: 12:00 PM to 8:00 PM or 2:00 PM to 10:00 PM 3 days a week.

This position will operate out of the Keele Campus until June 2024 (subject to change), before permanently relocating to the Markham campus. Travel between Keele Campus, and the Markham campus may be required.

If you are a current York University employee in the YUSA-1 bargaining unit and/or are using your job posting rights under the collective agreement to view and apply for jobs, you must apply through the Employee Career Portal - YU Hire to be considered an internal applicant.

As per Article 12.02(f) of the YUSA-1 Collective Agreement, to be considered an internal applicant, employees in the YUSA-1 bargaining unit must submit the application 5 working days following the first day of posting. This is referred to as the ‘Posted Date’ on the job posting. Please refer to the ‘Posting Intent’ on the job posting.

**The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.**
York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.

York University employees must apply to jobs through the Employee Career Portal - YU Hire. If you are a current York University employee and/or are using your rights under a collective agreement to view and/or apply to jobs, you MUST log into YU Hire to access the York University Employee Career Portal.

PLEASE NOTE: Applications must be received by 11:55 pm EST on the posted deadline date, if applicable.**

Please apply online at:
https://rita.cegid.cloud/go/664cf0476699c891ce3fc945/5c61e8b9c9066105a8191f1c/en