



## DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

| <b>Athletics and Facilities Coordinator</b>   |   |
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| The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of color, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. |   |
| <b>Deadline:</b>  | Friday, August 9, 2024  |
| <b>Number of Positions:</b>   | 1   |
| <b>Rate of Pay:</b>   | \$27.25   |
| <b>Position Start Date:</b>   | Monday, August 26, 2024   |
| <b>Position End Date:</b>   | Monday, December 23, 2024, with the possibility of an extension   |
| <b>Number of Hours per Week:</b>  | Evenings and weekends required  |
| <b>Classification:</b>  | USW Casual  |
| <b>Summary:</b>   | <p>Reporting to the Facility Manager, the Athletics and Facilities Coordinator plays an integral role in ensuring the facilities and equipment are properly maintained. The incumbent conducts routine inspections, follows procedures for opening/closing work areas, ensures compliance with legislated regulations and occupational safety, and trains casual staff.</p> <p>Duties are not limited to the list below.</p> <ul style="list-style-type: none"> <li>• Performs walk arounds of the indoor and outdoor facilities to monitor physical activity areas, locker rooms, shower areas, washrooms, stairwells, and other public areas</li> <li>• reports safety/security/maintenance deficiencies to supervisor</li> <li>• Directing and providing support to casual staff in all aspects of the day-to-day operations</li> <li>• Resolving minor complaints within the scope of the role and referring larger issues when appropriate</li> <li>• Responds appropriately to emergency first aid and safety situations in accordance with standard operating and emergency procedures and completes appropriate injury/incident report.</li> <li>• Following rules and procedural instructions when opening and/or closing work area</li> <li>• Maintains inventory of towels, soap, laundry chemicals, recreational, intramural and varsity athletic equipment and uniforms, records the number of cleaned towels assigned to various areas and athletic teams. Notifies supervisor when supplies are low.</li> <li>• Sets up equipment and other apparatus related to the co-curricular and curricular programs such as speakers, score clocks, audiovisual equipment, flip charts, tables, chairs, bleachers, etc. in accordance with regular program schedules and special events or requests from staff and faculty. Dismantles, moves, and stores activity or classroom equipment and event furnishings as required (includes operating by key, electronically controlled basketball backstops and gymnasium dividing curtains.)</li> <li>• Ensures equipment and materials are stored in an orderly fashion, moves furniture and equipment as required including the fitness equipment storage cages and barrels filled with laundry product.</li> </ul> |



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|                                      | <ul style="list-style-type: none"> <li>• Cleans lockers, removes belongings which are inappropriately stored there, records and stores items removed; helps maintain locker room cleanliness performing light housekeeping tasks. Repairs lockers i.e., installs plates, numbers, etc.</li> <li>• Providing safety training and ensuring compliance to occupational safety precautions</li> <li>• In the absence of supervisors, assumes a lead role in maintaining the general operations of the facility ensuring workflow and appropriate coverage, reporting all action taken to the supervisors</li> <li>• Perform other related duties as required</li> </ul>  |
| <p><b>Qualifications:</b></p>        | <p>Essential:</p> <ul style="list-style-type: none"> <li>• Completion of Grade 12 or acceptable equivalent combination of education and experience.</li> <li>• Current Standard First Aid, CPR level C and AED certifications</li> <li>• Experience with recreation staff scheduling programs (e.g., RecStaff), Microsoft Office, or similar</li> <li>• Experience supervising facility staff, including hiring and training</li> <li>• Experience in applying policies, procedures, and regulations (e.g., staff certifications).</li> <li>• Experience troubleshooting facility and equipment repair and maintenance.</li> <li>• Experience ordering supplies and coordinating service for the facility and equipment.</li> <li>• Experience maintaining and documenting incident reports, maintenance schedules or other actions</li> <li>• Able to assemble fitness equipment and use hand tools</li> <li>• Strong customer service orientation; highly organized with attention to detail; strong interpersonal skills.</li> <li>• Strong oral and written communication skills.</li> <li>• Able to work independently and in a team environment.</li> <li>• Demonstrated knowledge of safe work practices, procedures, and related regulations.</li> <li>• Demonstrate ability to prioritize tasks and responsibilities, work well under pressure, meet strict deadlines and make sound judgements.</li> <li>• Demonstrated superior organizational and analytical/diagnostic skills.</li> <li>• Must be self-motivated, results orientated, and a quick learner.</li> <li>• Must be creative and have the ability to communicate technical concepts to persons with limited technical background.</li> </ul> <p>Assets (Nonessential):</p> <ul style="list-style-type: none"> <li>• ORFA Certified Aquatic Technician or Certified Pool Operator</li> <li>• National Lifeguard Certification; Lifesaving Society Examiner; National Lifeguard Instructor and Examiner; First Aid Instructor and Examiner; Aquatic Supervisor Instructor; Supervision, Evaluation and Enhancement (SEE) Auditor; ORFA Certified Building Technician designation; AODA, an asset</li> </ul> |
| <p><b>Method of Application:</b></p> | <p><b>Deadline to Apply:</b> Friday, August 9, 2024</p>  |



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|                             | <p>Please send your resume, cover letter, and three references to <a href="mailto:anthony.sestito@utoronto.ca">anthony.sestito@utoronto.ca</a> with subject “Athletics and Facilities Coordinator”.</p> <p>Please also include:</p> <ul style="list-style-type: none"><li>• copy of your Current Standard 1st Aid, CPR level C and AED and other relevant certifications</li></ul> <p>We thank all applicants for their interest; however, only those applicants selected for further consideration will be contacted.</p> |
| <b>Contact Information:</b> | <p><b>Anthony Sestito, Facility Manager</b><br/><a href="mailto:anthony.sestito@utoronto.ca">anthony.sestito@utoronto.ca</a><br/>University of Toronto Mississauga - Recreation, Athletic &amp; Wellness Centre</p>  |