



Night Porter, Reach Ahead to Kinesiology March Break Program Faculty of Kinesiology & Physical Education	
<i>The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, Indigenous peoples, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.</i>	
Deadline:	February 28, 2025
Number of Positions:	3
Rate of Pay:	\$17.20/hr plus room and board
Position Start Date:	March 10, 2025
Position End Date:	March 14, 2025
Number of Hours per week:	N/A. Each position will work a 2-day shift: one from March 10 – 11, the other from March 12 – 13
Classification:	Casual, part-time temporary employment
Summary:	<p>The Reach Ahead to Kinesiology March Break Program is a program for Black and Indigenous youth aged 15 – 17, who are currently enrolled in grade 10 or 11 at a high school within the Greater Toronto Area (GTA), or who currently reside in the GTA. The program takes place during the March break, and part of the experience is staying overnight.</p> <p>Reporting to the Assistant Registrar, Admissions, Recruitment and Awards and under the general supervision of the Recruitment and Admissions Officer, the Night Porter's purpose is to develop and maintain an environment that is conducive to learning and personal growth.</p> <p>As a positive role model and leader, the Night Porter will contribute to the Reach Ahead program's participants' well-being by assisting students in dealing effectively with social, personal and interpersonal concerns. This position carries much responsibility and involves many roles, including but not limited to, facilitator and administrator.</p> <p>The students in the Reach Ahead program will be staying at a hotel on the nights of March 10 and 11 for Black youth and March 12 and 13 for the Indigenous youth. This position is only required for these four nights.</p>

	<p>Duties and Responsibilities</p> <p>A. Facilitator</p> <ul style="list-style-type: none"> • Foster and maintain a cohesive, respectful, and safe community for Reach Ahead Participants • Maintain a strong presence and high level of visibility, availability and approachability while students staying in the hotel. • Know, observe, and enforce University Policy and Program Expectations • Make referrals to appropriate University and community support services; • Maintain confidentiality regarding participants and work-related matters; • Maintain an open line of communication that is professional and courteous with all Faculty of Kinesiology Staff Members <p>B. Administrator</p> <ul style="list-style-type: none"> • Attend scheduled Night Porter training session (TBD) • Have a solid understanding of the U of T Student Code of Conduct • Be on call during the student stay • Must be available to work two required shifts: <ul style="list-style-type: none"> - March 10 – 6 – 9 p.m. - March 11 – 6 – 9 p.m. - March 12 – 6 – 9 p.m. - March 13 – 6 – 9 p.m. • Night Porters are expected to be on the hotel floor for the entirety of their shift, and must be able to carry out responsibilities, including rounds, duty phone calls, and inquiries in a timely and professional manner; • Respond to participants who require assistance; • Maintain safety and security within reasonable individual limits, and respond to emergencies as required; • Approach tense situations in a calm manner • Recognize when situations warrant a call for staff backup; • Communicate regularly with the Recruitment and Admissions Officer in a timely manner should the incident require it
Minimum Qualifications:	<ul style="list-style-type: none"> • Full-time (third- or fourth-year) undergraduate or graduate student, in good academic standing • Previous experience in residence life preferred
Method of Application	Please complete the online Application Package by Feb. 28, 2025 at 11:59pm.
Contact Information:	Nicole Ryan Nicole.ryan@utoronto.ca
Date Posted:	February 3, 2025