



**Intramural Game Manager Coordinator**

*Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada’s top employers? Work where the world comes to think, discover, and learn. Consider a career at the University of Toronto.*

*The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, 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>	August 11, 2024
<b>Number of Positions:</b>	1
<b>Rate of Pay:</b>	\$20.00/HR
<b>Position Start Date:</b>	September 1, 2024
<b>Position End Date:</b>	December 7, 2024
<b>Number of Hours per week:</b>	Up to 24 hours per week
<b>Classification:</b>	Casual –USW
<b>Summary:</b>	<p>Reporting to the Manager, Tri-Campus Sport and supervised by the Coordinators, Tri-Campus Sport Administration &amp; Operations, the incumbent will be responsible for the following:</p> <p>Scheduling Game Managers (GMs) for the entire Intramural Fall Programs. This includes regular season games, playoff games, tournaments and events as required. GM Coordinators will be required to train and supervise staff under the guidance of the Intramural Office.</p> <p>Will need to be available through a variety of communication channels with the Tri-Campus Sport Office and GMs. Will need to utilize IMLeagues for game updates and adjust to any scheduling changes that have may occur. Is expected to monitor GMs throughout the term and provide necessary feedback to assist staff improve their performances to enhance the IM program. Is also expected to report performance issues to reporting manager. He/she will act as a role model to all staff and participants of the Intramural program. He/she must be willing to work evenings and weekends.</p>

	<p>He/she is responsible for knowing and understanding emergency procedures and risk management principles that are relevant to the Intramural program, including being able to apply first aid to injured participants. He/she will be required to fill out injury/incident reports and deliver them to the appropriate locations in a timely manner. Will facilitate GM training as needed.</p> <p>Will need to keep an up-to-date inventory of first aid supplies and first aid kits. Will need to update GM manuals as required. Will need to attend regular meetings with Intramural staff. May be asked to attend additional training sessions as required. Must be familiar with Microsoft Programs.</p> <p>There may also be other duties as assigned.</p>
<b>Minimum Qualifications:</b>	<p><b>Education:</b> Minimum of one year of post-secondary education completed.</p> <p><b>Certifications:</b> In order to start employment, candidate must have current certification in (Standard First Aid certificate no more than 3 years prior to application date &amp; Basic Rescuer/Level C CPR certificate no more than 1 year prior to application date) issued from Red Cross or Lifesaving Society or St. John's Ambulance.</p> <p><b>Experience:</b> Must have a minimum of one year experience as an Intramural Game Manager.</p> <p><b>Skills:</b> This position requires great attention to detail, creative problem-solving skills, positive communication skills, a high degree of teamwork, flexibility, superior time management skills.</p> <p><b>Other:</b> Must provide a valid Social Insurance Number (SIN). Must indicate if you are an international student and have a valid work permit.</p> <p>Interviews will be scheduled as candidates are identified; generally, between the hours of 11:00am and 6:00pm. Further interviews may be conducted during the academic term if positions remain vacant.</p> <p><b>Note:</b> A Mandatory training session will be held after hire – date TBD.</p> <p><b>*Note – Preference will be given to University of Toronto students in the hiring process.</b></p>
<b>Method of Application</b>	<p>Resume, cover letter and copy/copies of certifications to be emailed to: <a href="mailto:intramurals@utoronto.ca">intramurals@utoronto.ca</a></p> <p>Subject line should include title of position and your name.</p>
<b>Contact Information:</b>	<p>Deide Konney, Coordinator – Intramurals Administration</p> <p>Please note a response to your inquiry may take up to 3 business days.</p>
<b>Date Posted:</b>	<p>July 26, 2024</p>

