



Athletics and Recreation Coordinator (Part Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last five years alone.

POSITION OUTLINE:

St. Mary's University is seeking an Athletics and Recreation Coordinator that will assist in coordinating, planning and execution of the day to day operations of the Department of Athletics and Recreation. The successful candidate will work closely with the Sports Manager to develop social media content, marketing materials for athletic and recreation events, promote recreation and game events around campus and supervise game day events.

This role requires an individual who is tech-savvy, possesses a "can do" positive attitude, superior communication abilities and outstanding relationship building skills.

RESPONSIBILITIES:

- Plan, create and promote recreation events on campus for students, faculty and staff.
- Connect with the campus community and engage stakeholders in creation of recreational, healthy and active culture on campus.
- Create marketing materials for recreation events.
- Coordinate and plan events on campus for example pep rallies, or "Make Some Noise for Mental Health".
- Coordinate and plan athletic events for home games such as half time entertainment and merchandise promotions.
- Recruit, hire, train and supervise Game day staff for game day and department events.
- Setup of equipment and sporting needs for St. Mary's hosted Athletic events, AV systems, concessions, scores table and signage.
- Coordinate with coaches, athletes, sports manager and advancement team to produce athletic promotional materials, including printing posting and managing content on campus.
- Comply with ACAC game day operating procedures, post results to ACAC website through presto stats programs, post-Game day recaps for home sporting events, upload game day video following ACAC protocol.
- Coordinate with incoming ACAC sports teams, referees and delegates for games and events hosted by St. Mary's.
- Support Sports Manager with roles and responsibilities related to ACAC committee meetings.
- Collaborate closely with Sports Manager, and Advancement team to strategize, create, schedule, and post on social media channels to increase awareness and build meaningful connections.

QUALIFICATIONS:

- An undergraduate degree, diploma or certification in an applicable discipline or equivalent is required.

- 1-2 years of progressively responsible program coordination experience is required, with post-secondary experience a definite asset.
- Strong organizational skills and attention to detail with the ability to work within a small team environment, and be self-motivated.
- A track record of initiating and completing projects in a timely basis.
- Experience in supervision of staff, event management or marketing would be preferred.
- A passionate professional with an outgoing approach that develops strong, positive, and long lasting relationships with a wide variety of people.
- Excellent interpersonal and communication skills (both written and orally), including integrity with sensitive and confidential information.
- Flexibility with work schedule to allow for Athletic events that are held outside of normal working hours (early mornings, evenings and weekends)
- Knowledgeable in social media platforms i.e. Facebook, Twitter, Instagram.
- Comfort with Audio Visual equipment and setup
- Experience with Microsoft Office Programs – Word, Excel, Outlook, and PowerPoint

COMPENSATION:

St. Mary's University offers a competitive compensation package. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

Applicants should submit a cover letter and resume, along with salary expectations to hr@stmu.ca with the Subject Line of: **"Athletics and Recreation Coordinator"** by end of day on **May 24th, 2019**.

St. Mary's University hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We encourage applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Canadians and permanent residents of Canada will be given priority. We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

St. Mary's University • 14500 Bannister Road SE • Calgary, AB • T2X 1Z4 • Fax: 403.254.3774 • STMU.ca