



**JOB POSTING**  
**CAMPUS RECREATION SPORT LEAGUE CONVENOR**  
**Part-time Student Position**  
**Trent Athletics & Recreation Department**

**Supervisor:** Campus Recreation and Varsity Game Day Coordinator  
**Hours of Work:** 6-10 hours per week (flexible, depending upon special events schedule)  
**Terms:** September 1<sup>st</sup>, 2024 to April 30<sup>th</sup>, 2025  
**Rate of Pay:** \$16.55/hour

**Trent Work Study Eligibility:** Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP), will be given priority consideration for this position, for all fall/winter position. TWSP eligibility is not applicable for May-August. However all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>. Please indicate on your Cover Letter whether you are TWSP approved.**

**ABOUT TRENT ATHLETICS & RECREATION:**

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sport and leadership activities at all levels, with the objective of encouraging and developing a healthy lifestyle.

**ABOUT THE POSITION:**

The Athletics Department is a vibrant and energetic place. We are looking for individuals to join our Campus Recreation team, who are **passionate about delivering an outstanding student experience** across our intramural programs and special events.

Campus Recreation Convenors are responsible for the facilitation of intramural sport leagues. This includes program specific set-up and tear-down, member check-in, score keeping and entry in IMLeagues, and ensuring that all students adhere to the Campus Recreation code of conduct. Our convenors are expected to know all Trent University Campus Recreation rules for the sport, and be able to call and explain the rules to participants. We offer training sessions and support staff to ensure the success and safety of our programs.



### Primary Responsibilities:

- Ensure that participants receive an outstanding experience by providing a friendly and welcoming environment. This includes proactively greeting every student during check-in.
- Arrive 30-minutes prior to the games to organize and lead set up of equipment.
- Understand and be able to vocalize all sport league rules.
- Check-in all athletes prior to the start of each game and manage league scores via the IMLeagues app.
- Record and track game sheet results via the IM Leagues app.
- Resolve issues between participants and bring incidents to the attention of the Campus Recreation Coordinator.
- Report any improper sport conduct to the Campus Recreation Coordinator.
- Be aware of physical surroundings and safety hazards to participants.

### Qualifications:

- Must be a Trent student - priority consideration will be given to students who are eligible for the Trent Work Study Program (TWSP).
- Must have strong customer service skills and be outgoing and personable with the ability to communicate effectively with large groups.
- Have strong understanding of our intramural sports and rules.
- Certifications in any intramural sport are an asset (referee, coach, official etc.).
- Strong administrative and leadership skills are required.
- Ability to work in a fast-paced environment and make decisions quickly.
- Ability to problem-solve.
- Self-motivated, punctual, and responsible.
- Willingness to work as part of a team, providing additional shift coverage as needed.

**Training and Certifications Required** – All training must be complete prior to starting first shift. The cost of training is the responsibility of the employee.

- Police Record Check
- First Aid/CPR and AED
- Ministry of Labour Health and Safety Worker Awareness Training
- Workplace Violence and Harassment Training
- WHMIS (Workplace Hazardous Materials Information System Training)
- AODA Customer Service Training
- AODA – Integrated Accessibility Standards Regulation Training
- Information Security and Privacy Training
- Concussion Awareness Training

### To Apply:

All applications must include a cover letter and resume and can be e-mailed to [campusrec@trentu.ca](mailto:campusrec@trentu.ca) (Microsoft Word or Adobe PDF). Please note your full name and the position title in the subject line of your e-mail (i.e., First and Last Name – Position Title).

**Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact [campusrec@trentu.ca](mailto:campusrec@trentu.ca). While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.**