



## Enrichment Studies Unit (ESU) at Queen's University



### **Position: Activities Coordinator (“Blue Shirt”)**

#### **JOB SUMMARY**

Reporting directly to the Program Coordinator, the Activities Coordinator collaborates within a team or works individually to develop and coordinate all logistics related to the delivery of all morning, open time, and evening activities. This includes negotiating contracts with service delivery agents, scheduling all activities, working within a budget, setting maximum capacities for activities, renting equipment, booking venues, ordering supplies, setting up and tearing down of activities, and collaborating with the Operations Coordinator to arrange transportation and staff allotments for all activities.

The Activities Coordinator will contribute to the training component for new staff, providing them with activity-specific training as well as an organizational overview of the activities schedule and procedures.

#### **KEY RESPONSIBILITIES**

- Collaborate with the Program Coordinator to develop the activity schedule
- Model and encourage positive student behaviour, including fair-play in sports and activities, cleanliness in the dining halls, and peace and privacy in residence.
- Ensure a variety of activities are offered which provide age-appropriate social, educational, athletic, and recreational options to enhance the students' experience
- Inventory activity supplies, determine if new materials are required, and maintain sufficient stock of materials and supplies as approved by Program Coordinator
- Develop training materials and exercises to explain activities to student staff
- Determine staffing rotations for all activities
- Initiate the development of new activities and prepare written proposals for approval by the Program Coordinator
- Contact vendors, suppliers, and agents to request information, book different activities (e.g. bowling alleys, cooking schools, bus companies, laser tag, sound system, etc.), and have contracts approved by Program Coordinator
- Manage all activity changes during the program, including participant changes for the purposes of keeping accurate attendance records
- Collaborate with the First Aid team to ensure all necessary safety measures are taken for activities

- Collaborate with Operations Coordinator to ensure safe, fun, and well-organized activities
- Adhere to the Code of Conduct as outlined by Enrichment Studies
- Implement the activities, ensure they are properly staffed, set-up, torn-down, and monitor to ensure effectiveness and enjoyment
- Assign student staff to activities to ensure capacity and supervision ratios are met
- Create an activities schedule and resource binder for each staff member
- Load and unload supplies from storage rooms and deliver materials to and from activity locations daily
- Develop and maintain a resource binder of all activities
- Inform the Program Coordinator and Program Staff of updates or changes to activities
- Present updates and schedules to staff and School Board/Teacher representatives at daily meetings
- Prepare a transition report upon completion of the programs
- Ensure materials are stored and storage areas are tidy at the end of the programs
- Prepare posters and sign-up sheets as needed
- Compete other administrative duties

## **REQUIRED QUALIFICATIONS**

- Current enrollment as a student at Queen's University
- Past work experience with the Enrichment Studies Unit
- Willing and able to be on-site 24 hours/day
- Ability and willingness to lift and deliver heavy supplies
- Ability to take initiative, be creative and foster innovation
- Current WSIB approved Standard First Aid Training and CPR Level C
- Experience dealing with the public in a professional manner
- Ability to work effectively with little supervision
- Satisfactory submission of a Canadian Police Information Check (CPIC) and Vulnerable Sector Check (completed in the last 2 years)
- Maintenance of a clean CPIC and Vulnerable Sector Check for the duration of employment in this role at Queen's University

## **SPECIAL SKILLS**

- Strong communication skills with diverse groups of people of all ages and backgrounds
- Ability to tactfully handle sensitive situations while maintaining confidentiality
- Organization and time management skills are essential for success in this position
- Flexible and adaptable
- Strong leadership skills

- Enthusiastic and welcoming
- Experience working with youth

## **DECISION MAKING**

- Able to decide when to escalate a situation to the Program Coordinator or Manager
- Able to make decision to ensure the safety, well-being, and happiness of students
- Able to decide when a situation requires basic first aid or professional medical attention
- Able to make decisions to ensure that program activities and operations reflect the standards of ESU
- Able to decide on the scope of extracurricular activities to be offered during program sessions
- Able to decide when activities must be cancelled or modified during inclement weather
- Determine staffing for all activities
- Able to make decisions about activities change requests from students

Queen's University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Manager (Human Resources & Administration) Housing & Hospitality Services by email at [resadmin@queensu.ca](mailto:resadmin@queensu.ca) or by phone at (613) 533-2529.