



Enrichment Studies Unit (ESU) at Queen's University



Position: Logistics Coordinator (“Blue Shirt”)

JOB SUMMARY

Reporting to the Program Coordinator, the Logistics Coordinator works collectively to ensure the smooth running of the program. This includes organizing tasks, administrative work, and assisting with the set-up of extra-curricular activities. As the first point of contact, the Logistics Coordinator runs and maintains the central information desk that is available throughout the program, providing information and guidance to all staff, student participants, and Board supervisors.

KEY RESPONSIBILITIES

- Set-up, operate and maintain the central information desk, including tuck shop and snack shack, ensuring the area including residence lobby is kept tidy and professionally maintained
- Model and encourage positive student behaviour, including fair-play in sports and activities, cleanliness in the dining halls, and peace and privacy in residence.
- Enthusiastically respond to inquiries from all program participants and provide accurate and timely information about all aspects of the program, the residence, Queen's University, and Kingston in general
- Adhere to the Code of Conduct as outlined by Enrichment Studies
- Model and encourage positive student behaviour, including fair-play in sports and activities, cleanliness in the dining halls, and peace and privacy in residence
- Collaborate with the Activities Coordinating team to create and produce the Welcome Rally presentation (i.e. welcome skit)
- Provide support to the Activities Coordinating team during the program as needed (i.e. activity set-up, monitoring, etc.)
- Communicate the fire escape plan for residence, the cafeteria and activity locations
- Take a lead role in the event of an emergency, ensuring the well-being of all students and assisting emergency officials as directed
- Track illnesses and early and late departures at the desk and collect parental notes
- Create signage, welcome notes for all school representative and students, and prepare residence for participants
- Administrative duties as required

- Manage the equipment sign out sheets and lost and found
- Collect and track keys on the last day of the program and return to residence front desk. Assist with luggage during check in and check out and ensure all items are removed from rooms at the end of the program
- Operate the Commuter check in

REQUIRED QUALIFICATIONS

- Current enrollment as a student at Queen's University
- Past work experience with the Enrichment Studies Unit is an asset
- Willing and able to be on-site 24 hours/day
- 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, logistical planning and time management skills are essential for success in this position
- Flexible and adaptable
- Strong leadership skills
- Enthusiastic and welcoming

DECISION MAKING

- Able to decide when a situation requires basic first aid or professional medical attention
- Able to make decision to ensure the safety of students
- Able to make decisions to ensure the students maintain the program schedule
- Able to make decisions to ensure students' well-being and happiness
- Able to decide when a situation requires intervention by Coordinators or ESU staff

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 or by phone at (613) 533-2529.