

Queen's University

Enrichment Studies Unit (Queen's ESU)



Queen's ESU has been providing academic and university experience programs for elementary and secondary school students for over 30 years. Undergraduate students from Queen's University play a critical role in the delivery of our programs. The importance of your contribution is only matched by the unique and exciting experience you will gain from working alongside like-minded Queen's Students.

Position:

Activities Coordinator ("Blue Shirt")

During scheduled programming, **Activities Coordinators** are required to be available to lead programming and provide supervision to participants 24-hours (daytime, evenings and overnight) on a rotating *on-duty / on-call / on-standby* schedule.

Job Description

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, evening and virtual 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, sourcing and registering software or virtual services and collaborating with the Operations Coordinator to plan travel and staff allotments for community activities.

The Activities Coordinator will contribute to training new staff, providing them with activity-specific training as well as an organizational overview of the activity 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, peace and privacy in residence, and decorum and best practices in virtual settings.
- 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 the 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.), virtual activities and have contracts approved by the 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.
- Implement the activities, ensure they are properly staffed, setup, torn down, and monitor to ensure effectiveness and enjoyment.
- Assign student staff to activities to ensure capacity and supervision ratios are met.
- Create an activity 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, graphics 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 6 months)
- 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
- Experience using virtual conference applications (Zoom, MS Teams)
- 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 activity change requests from students

Queen's University will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Enrichment Studies Unit office at esu@queensu.ca or by phone [\(613\) 533-3181](tel:6135333181).