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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **PositionTitle:** | **Athletics Coordinator** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Maroons Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (on average) |

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| **General Scope of Duties** |
| The Athletics Coordinator is responsible for promoting Athletic and Recreational events for all undergraduate students, organizing intramural teams open to all undergraduate students and facilitate a positive environment at varsity games in which a team of Maroons Representatives and all undergraduate students feel comfortable enough to show their Marauder pride and spirit. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 50% | * Coordinate participation and attendance at varsity games (football, basketball, volleyball, etc.) * Plan and run Intramural teams for Maroons throughout the year * Provide direction to Maroons for how they should cheer at athletic competitions * Adapt to online platforms as required * Act as a supervisory figure at Maroon events * Lead a Pod during Welcome Week, along with co-pod leader |
| Financial & Budgeting Function | 5% | * Work with the Maroons Coordinator to complete any and all financial forms for intramural teams |
| Communications Function | 20% | * Liaise with McMaster Athletics and Recreation to gain information on sporting events, as well as the scheduling of games * Communicate varsity game schedules efficiently and on time with the Rep team * Communicate with the rest of the Maroons Leadership Team while making decisions for the service |
| Advertising & Promotions Function | 15% | * Liaise with Athletics and Recreation to gain promotional material for the Maroons to advertise varsity events |
| Other | 10% | * Actively seek other athletic venues for the Maroons to attend * Attend weekly Leadership Team meetings with the Maroons Coordinator |

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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs (Word, Excel, Teams) and Zoom * Organizational and time management skills * Skills to work independently and manage others * Interpersonal skills * Written and oral communication skills * Familiarity with the MSU |

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| **Effort & Responsibility** |
| * Communication with University departments, especially McMaster Athletics and Recreation * Responsible for maintaining an appropriate and positive image of the MSU |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work * Heavy lifting may be required * Role may be conducted virtually if required |

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| **Training and Experience** |
| * Previous experience with the Maroons is an asset * Participation in Maroons Leadership Team training (provided) * Participation in McMaster Welcome Week Training (provided) |

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| **Equipment** |
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