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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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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
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| Financial & Budgeting Function  | 5% | * Work with the Maroons Coordinator to complete any and all financial forms for intramural teams
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| 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
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| Advertising & Promotions Function  | 15% | * Liaise with Athletics and Recreation to gain promotional material for the Maroons to advertise varsity events
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| 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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