



Campus Recreation Coordinator Athletics and Recreation

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Athletics and Recreation takes a holistic approach to enhancing the Dalhousie experience by creating and sharing ways to engage and connect students through physical activity and wellness, to contribute to student success. Reporting to the Assistant Director of Athletics, the Campus Recreation Coordinator creates, develops and implements program and project initiatives that will ensure Dalhousie students have an opportunity to enrich their student experience through interaction, self-development, wellness initiatives and leadership opportunities.

Key Responsibilities:

- Oversee the coordination, budget and administration of the sports club, intramural programming and camps, evaluating the programs annually to ensure their relevance and effective delivery.
- Oversee scheduling of over thirty-five intramural leagues and tournaments, organizes registration process. Continually assess intramural offerings, making additions or modifications to schedule as needed.
- Ensure all recreation programs are maintained, including financial management for sport clubs, coordinating executive and coach training, and coordinating club activities including travel, practice and game schedules.
- Directs and supervises Campus Recreation Assistant, Intramural Staff, and Camp Staff.

Qualifications: Bachelors' degree in a related discipline with five years or more experience in recreation and athletics environment, instructional experience, program development and design and leadership development initiatives (or equivalent combination of training and experience). Excellent interpersonal communication skills are required, both oral and written, as the incumbent interacts with a variety of internal and external contacts. Experience managing, supervising and mentoring volunteers and student staff preferred. Excellent organization skills and multiple tasks/role management is also necessary, as are strong computer knowledge and skills (Microsoft Office, web enabled software, data base management, registration management, sales and membership tracking). Standard First Aid is required.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by March 19, 2019 to competition N77-19028.

Salary Range: \$27.25 – \$33.23 per hour (35 hours per week, \$49,588 - \$60,473 annually). (T-8)

This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity