Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: George Leach Centre (GLC) Operations Support Programmer  
Staff Bargaining Unit

Position Status: Permanent, Full-Time (35 hrs/week - Evenings, Wednesday to Sunday)
OSSTF

Department: Student Life & Ancillary Services

Supervision Received: Manager, Athletics & Recreation

Supervision Exercised: Student Assistants and Fitness Instructors

Location: Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A. Camps & Recreation Programming 40%
B. GLC Programming Support 30%
C. Facility Management 30%

TOTAL 100%

The GLC Operations Support Programmer will assist the GLC Coordinator of Operations with the provision of services to membership, Varsity programs, and other aspects of the GLC. This position will work evenings and weekends to provide supervision and direction to student staff, to ensure the effective operations of the GLC. This position also coordinates recreation programming for Sault Ste. Marie students and the Thunderbird Summer Camp program.
RESPONSIBILITIES:

A. Camps & Recreation Programming (40%)

- Coordinate recreation programming for Sault Ste. Marie students.
- Liaise with external providers for recreation opportunities for students.
- Manage external recreation contracts and relationships (e.g. City of Sault Ste. Marie, Hiawatha, etc.)
- Organize intramural programming for Sault Ste. Marie students.
- Hire, train, schedule, and supervise intramural student staff and officials.
- Coordinate Thunderbird summer camp program.
- Hire, train, schedule, and supervise summer camp and youth programming staff.
- Create marketing and promotion materials for summer camps, in collaboration with the Student Life Information Officer.
- Coordinate other youth programming opportunities (e.g. PD day camps, etc.)
- Facilitate club and other health and wellness programming offerings through the GLC.

B. GLC Programming Support (30%)

- Train and supervise student staff.
- Communicate information regarding programs/services to members.
- Ensure promotional materials, handbooks, calendars, and department newsletters are available for customers to view.
- Assist with the tracking and implementation of new and existing programs.
- Assist in the promotion of fitness centre membership and programs.
- Make suggestions for new sources of revenue, fundraisers, and sponsors.
- Ensure a high level of customer service at all times.
- Conduct appropriate fitness evaluations and consultations to provide groups and individualized exercise programs.
- Participate in conflict resolution when issues arise.

C. Facility Management (30%)

- Control and track fitness centre usage.
- Conduct equipment maintenance and update maintenance records.
- Clean fitness equipment and advise staff on proper cleaning methods.
- Disperse fitness centre equipment to members.
- Report equipment deficiencies to the GLC Coordinator of Operations.
- Ensure facility and service areas are clean and safe for use, and communicate with the Physical Plant staff for cleaning and maintenance, as required.
- Coordinate setup and take down for events occurring in the GLC.
- Provide direction to student staff on shift, and ensure accountability for expectations.
WORKING CONDITIONS:

Physical Effort  Moderate
Frequent work with fitness equipment and setting up for events, requiring lifting and physical labour

Physical Environment  Moderate Hazardous
Interactions with clients that may be behaviourally difficult; occasional requirement to work in outdoor conditions

Sensory Attention  Moderate
Frequent interruptions by staff or members, which may require some backtracking to complete work

Mental Stress  Moderate
Working with disagreeable members; participating in conflict resolution when required; responsible for child care programming

MINIMUM QUALIFICATIONS

● Undergraduate degree or diploma in any field, and a minimum of two (2) years of experience in a facility management, recreation programming, or sports management environment, or an equivalent combination of education and experience, is required.
● Emergency First Aid/CPR certification is required.
● Strong social media skills are required.
● Experience with photography and video creation is considered an asset.
● Experience working with publication programs (e.g. Canva) is considered an asset.
● Knowledge of Canadian university sports is considered an asset.
● Excellent communication skills, both written and verbal.
● Excellent customer service skills.
● Strong interpersonal and leadership skills, particularly for working with student employees and volunteers.
● Ability to work both independently and as part of a team.
● Understanding of, and ability to uphold, confidentiality.
● Excellent use of technology for collaboration.
● Vulnerable Police Sector check is required.

Salary Scale: $51,521 to $64,401 annually
Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on August 2, 2023.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQI+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.