Children's Movement Program

Job Title: Administrative Coordinator

Recreation Services

Qualifications:

1. Senior Brock Faculty of Applied Health Sciences student with administrative experience preferred.
2. Current First Aid/CPR Certification.
3. Previous experience with the CMP program is an asset.
4. Excellent organizational skills and competency in management of information.
5. Confident interacting with parents, volunteers, and children, and excellent customer service skills.
6. Understanding and knowledge of the emergency action plan used in the event of an accident.
7. Proven ability to deliver training to staff and volunteers.

Duties and Responsibilities:

1. Design, attend, deliver and participate in training workshops prior to the start of the CMP session.
2. With the curriculum coordinator and the movement specialist, design and lead training workshop for staff. Continually liaise with volunteers.
3. Manage all registration information, including printing class lists, liaising with parents/guardians when necessary, and informing the movement specialist of all relevant information.
4. Develop and organize a phone tree (in case of cancellation, special events, etc.).
5. Develop, with other coordinators, a protocol for staff to ensure that they are knowledgeable about safe use of equipment and gymnasium space and how to enact the emergency action plan.
6. Make nametags for participants.
7. Organize and order equipment from the equipment room.
8. Assist with set-up of equipment when needed.
9. Maintain program information binder.
10. Greet children and parents/guardians at the door.
11. Provide information to parents during CMP about procedures, safety and upcoming events.
12. Assist instructors, volunteers, and movement partners when necessary.
13. Answer questions/concerns posed by parents/guardians and staff members.
14. Assist with takedown of equipment.
15. Help organize and lead weekly meetings with staff.
16. Submit a final report to summarize program one week after the completion of CMP. Include recommendations and inventory of equipment.
17. Ensure that storage area is completely cleaned and organized.

Conditions of Employment:

1. Facilitate the delivery of a quality program to participants each week.
2. Represent CMP and Brock University professionally.
3. Attend all CMP classes.
4. Arrive for program on time.
5. Administer first aid when necessary.
6. Attend and participate in all meetings and training sessions.
7. All successful applicants who are Brock students and Ontario residents will be required to fill out a student profile for the purpose of obtaining OWSP funding. Employment is not conditional on eligibility status.
8. Brock University is required to meet compliance with the Accessibility Standards for Customer Service (Ontario Regulation 429/07). All Brock University Recreation Services student employees must complete the required online training module prior to commencing employment.

Applications available: December 3, 2012 by downloading and filling in the application form.
Application deadline: February 1,2013, at the Welcome Desk, Walker Complex.