



# Children's Movement Program

## Administrative Coordinator

### Qualifications:

1. Senior Brock Faculty of Applied Health Sciences student with excellent knowledge of the Children's Movement Program and 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.
18. All other related duties as required and/or assigned by your supervisor.

### Our Commitment

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee Accommodation Policy ([https://brocku.ca/webfm\\_send/39939](https://brocku.ca/webfm_send/39939)). Please advise Daniel Fyfe, Program Manager, [dfyfe@brocku.ca](mailto:dfyfe@brocku.ca), to ensure your accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially.

### FIPPA

All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

**Health and Safety**

All Brock employees are required to complete online mandatory training to comply with related safety legislation.

**Department:** Brock Recreation

**Full-time Supervisors:** Program Manager, Daniel Fyfe

**Pay:** Contract / Part-time