



# Intramural League Convenor

**Department:** Brock Recreation

**Contact:** Megan Locker [mlocker@brocku.ca](mailto:mlocker@brocku.ca)

**Pay:** \$14.25/hour plus scheduling stipend

**Start date:** September 2021

**Please note:** We continue to monitor the situation related to the pandemic, and its effect on providing programming and activities in person. Should we have restricted access to campus, employment may be impacted. At this time, interviews and the selection process will be conducted virtually.

## Job Duties and Responsibilities

Intramural League Convenors are responsible for all aspects of a specific sport league (e.g. volleyball, baseball). This may include scheduling, supervising, and managing one or more sport(s) within a school year. All convenors must work in co-operation with convenors of similar leagues, the coordinator of officials, group leader and supervisor.

- Be very familiar with Brock Recreation and Intramural policies and procedures.
- Communicate with appropriate Brock Recreation staff prior to league start to discuss organization, structure, and scheduling of league.
- Ability to supervise and schedule one or more sport leagues.
- Manage and update accurate records of problems, schedules, equipment requests and standings in a respective sport league.
- Handle any incidents that may arise and perform appropriate follow-up with supervisors.
- Prepare a summary of league/playoffs with fellow convenors, group leader, and coordinator of officials.
- Ensure proper paperwork is completed and handed in on time.
- Assist Equipment Room Staff with gym set up and take down.
- All other related duties as required and/or assigned by your supervisor.

## Qualifications

- Be a Brock University full-time undergraduate student (at least 3 full courses).
- By agreement with the Provincial Government, full-time graduate students are offered TAs with a maximum average of 10 hours per week for the duration of a given term. Full-time graduate students who wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week must first seek and obtain the approval of their Supervisor, the Graduate Program Director, and the Dean of Graduate Studies.
- Be certified in First Aid and CPR prior to beginning of league.
- Have a basic understanding of league and tournament structure within sport.
- Possess the ability to work well within a team and delegate tasks efficiently.
- Demonstrate effective leadership qualities and conflict resolution skills.
- Have time management and organizational skills.

## Expectations of a Student Staff:

- Knowledge of sport being supervised.
- Knowledge of general Brock Recreation procedures.
- Excellent ability to deal with people.
- Good time management and organization skills.
- Maintain staff training provided and attendance at staff meetings.
- The ability to work in a team environment.
- The ability to work flexible hours-evenings and weekends.
- The ability to work independently.

## **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 Karen McAllister-Kenny, Director of Brock Recreation ([kmcallis@brocku.ca](mailto:kmcallis@brocku.ca)) to ensure your accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially. All employees must complete the required online training module prior to commencing employment.

*At this time the selection process will take place remotely.*

## **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.

## **Workplace Violence Training**

All Brock employees are required to complete online mandatory training to comply with related legislation. Training to be completed on Brock's Sakai site.