Employment Opportunity - USW, Local 1998 Casual position

The terms and conditions for these positions are governed by the Collective Agreement between the University of Toronto and the USW, Local 1998. The Department of Athletics and Recreation, has 6 (six) positions available for the summer term 2018. Preference in hiring shall be based on whether the employee is a University of Toronto student, provided the employee is otherwise capable of performing the duties of the vacant position.

Posting date: March 23rd, 2018
Position: On-site supervisor
Salary: Hourly rate $17.00
Work Hours: 20 Hours per week maximum
    Monday to Friday 5 pm – 9 pm, Saturday and Sunday 8 am – 8 pm (hours may vary)
Length of term: Begins not before May 1, 2018 and ends not later than October 8, 2018

Position Summary:
Under the direct supervision of the Coordinator of Business Operations & Client Services, this position is responsible for the delivery of excellent customer service, support for league programming, and supporting facility rental programs as required. Support will be required in multiple facility locations during a work shift. Will perform related administrative functions as instructed.

Minimum Qualifications:

Education: Enrollment as a University of Toronto student is preferred.

Experience: Must have a working knowledge of the facilities and programs that are offered by this department. Must have a passion for athletics and have a general knowledge of sport game management, rules and athletic facility operation. Must have experience in computer database and POS system operation. Must be able to interact in a friendly and informative manner. Must be decisive in enforcing policies and regulations. Must be able to be part of a team in supporting Departmental programs and initiatives. Must be able to lead such initiatives.

Skills: Manual dexterity, ability to stand/sit for long periods of time.

Other: Ability to work with minimum supervision. Patience, good interpersonal skills, good judgment, and committed to Service Excellence. Flexibility towards work shift required. CPR & First Aid required (training will be provided if necessary)

Please submit resume to: Closing date: April 20, 2018

Candice Pope
Coordinator of Business Operations & Client Services
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