



## **MAC United**

**Position Title:** Sports Program Co-ordinator

**Application Deadline:** Tue, April 23, 2024

**Position Start Date:** Wed, May 1, 2024

**Job Duration:** 8 weeks

**Hours per week:** 35

### **Tasks and Responsibilities**

The sports program co-ordinator will be required to:

- Handle all registration planning
- Enter Players registration information
- Coordinate fee collection
- Order uniforms and equipment
- Take care of training equipment, store
- Schedule practices for all different age groups
- Schedule parents' orientation
- Check game sheets
- Track cards / suspensions
- Issue discipline letters
- Create and distribute information that is accurate, error free and meets deadlines

### **Skills participant will develop and be required to utilize during this placement**

During this placement, the summer student will be asked to be client facing at times in a professional and cordial manner. The summer student will also be asked to work alongside a number of other employees and volunteers on a variety of projects and tasks in a professional and cordial manner. The student will be required to:

- Interact with clients/customers both internal and external
- Assess situations and identify problems
- Seek different points of views and evaluate them based on facts
- Recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- Identify the root cause of a problem
- Be creative and innovative in exploring possible solutions

- Evaluate solutions to make recommendations or decision
- Implement solutions
- Check to see if a solution works, and act on opportunities for improvement
- Understand and work within the dynamics of a group
- Ensure that a team's purpose and objectives are clear
- Be flexible: respect, and be open to and supportive of the thoughts, opinions and contributions of others in a group
- Recognize and respect people's diversity, individual differences, and perspectives
- Accept and provide feedback in a constructive and considerate manner
- Contribute to a team by sharing information and expertise
- Lead or support when appropriate, motivating a group for high performance
- Understand the role of conflict in a group to reach solutions
- Manage and resolve conflict when appropriate

The student will have an opportunity to improve the way in which they participate in projects and tasks because they will be required to:

- Follow a plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes
- Seek feedback, test, revise, and implement
- Work to agreed-upon quality standards and specifications
- Select and use appropriate tools and technology for a task or project
- Adapt to changing requirements and information
- Continuously monitor the success of a project or task and identify ways to improve

Additionally, the summer student will be asked to liaise with a variety of stakeholders both internal (other employees, management) and external (vendors, students, parents). They will also be required to communicate in a variety of ways (in-person, in writing and digitally from time to time). In doing so the student will be required to communicate, manage information, use numbers and think-through and solve problems. More specifically, the student will be required to:

- Read and understand the information presented in variety of forms (e.g., words, graphs, charts and diagrams)
- Write and speak so other pay attention and understand
- Listen and ask questions to understand and appreciate the points of view of others
- Share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas
- Locate, gather, and organize information using appropriate technology and information systems
- Access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences and the humanities)
- Decide what needs to be measured or calculated
- Observe and record data using appropriate methods, tools and technology
- Make estimates and verify calculations