

Recreation Coordinator

// HKIN (Recreation)

Position Purpose and Summary

The Recreation Coordinator works closely with the Manager of Recreation & Assistant Manager of Recreation to provide recreational opportunities for the members of the University community. The coordinator is responsible to oversee the intramural program, assist with managing the sport club programs and TWU Summer Camps; as well as provide oversight to student leaders and student employees.

Key Areas of Accountability

- Support the Manager of Recreation with the sport club programs and their student leaders
- Plan and implement the intramural program with the appropriate student leaders
- Provide assistance with administration, hiring and operational logistics for summer camp programs
- Monitor and evaluate operational effectiveness, and implement changes required for improvement within recreational programs.
- Maintain detailed records on program's revenue, budget, demand, participant feedback, student leader feedback, and participation numbers.
- Represent the Recreation department at all university events, which include, but are not limited to: Preview Days, EXPO, O-Day, Homecoming
- Promote, market, and engage the internal and external community in all Recreation programs, sport clubs and summer camps to increase participation numbers
- Communicate with the appropriate individuals regarding booking of venues for internal and external use while ensuring optimal scheduling for all recreational programs
- Interview, select, train, and provide accountability to recreation student leaders and student employees
- Manage the recreation risk management protocols for all recreation sanctioned activities
- Support the Assistant Manager of Recreation with student leadership activities which include, but are not limited to: team meetings, SLOW, Winter Retreat, and teambuilding events
- Oversee and manage all lendable/bookable recreation equipment
- Develop, supervise, and provide support for summer recreation programming and the student responsible for the programming

The Person

Skills and Abilities

- Ability to organize workflow and coordinate activities
- Strong interpersonal skills
- Strong leadership skills
- Ability to research and resolve office management problems and questions.
- Strong decision-making skills
- Ability to plan and prioritize
- Ability to analyze and interpret policy and procedural questions.

Personal

Driven and inspired by the idea of positively impacting the various marketplaces of life through the development of godly Christian leaders by serving the Trinity Western University community.

A dedicated and mature evangelical Christian with an earnest desire to serve in family, church, work, and community. Affirm and support TWU's mission, values, Statement of Faith, and Community Covenant. Strength of character and reputation, integrity, focused. A winsome personality with a positive and friendly attitude.

Servant-Leader Way of Life: Act in a manner that exemplifies Jesus Christ in all on and off-campus contacts thereby living out the servant leadership mission of the university and contributing effectively towards achieving the institutional and Kingdom goals of the organization.

Key Internal Interactions

Reports: Student Leaders and Student Employees

Reports to: Manager of Recreation

Standards & Requirements

Education: Bachelor's degree in Human Kinetics, sports management, recreation or related field; marketing and Sales education will be considered an asset.

Experience: Minimum 2 years' experience in recreational programming with specific knowledge of intramural programming, sports club management and summer camps operations. Marketing and Sales experience will be considered an asset.

Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Updated: May 2025

Salary Classification: 6

Agreed to by: Manager of Recreation & People & Culture