

POSITION SUMMARY
QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	Program Coordinator	
DEPARTMENT:	School of Kinesiology and Health Studies (SKHS)	
POSITION NUMBER:	00505371	
GRADE:	6	EFFECTIVE DATE: January 24, 2020

JOB SUMMARY:

Reporting to the Undergraduate Chair and taking additional direction from the Revved Up Executive Director in the School of Kinesiology and Health Studies (SKHS), the Program Coordinator will be responsible for administrating and supervising the Certificate in Disability and Physical Activity (Certificate Coordination) and the Revved Up adapted exercise program within the School of Kinesiology and Health Studies (SKHS). In coordinating the Certificate, the Program Coordinator will be the primary contact for the Certificate liaising between Revved Up and SKHS, lead all aspects of certificate administration including: training and implementation, actively promote and recruit for the Certificate, and also oversee Certificate admissions and student progress through the program. In coordinating Revved Up, the Program Coordinator will oversee all Revved Up program logistics (e.g., new member intake, program scheduling, equipment management, program safety, volunteer training coordination) and will lead program promotion efforts.

The schedule for this position may require the incumbent to work some non-traditional hours of work including some evenings and weekends.

KEY RESPONSIBILITIES:

Certificate Coordination

- Liaise between Revved Up and SKHS staff regarding the administration of the Certificate in Disability and Physical Activity.
- Ensure alignment between Revved practices and the certificate requirements and vice versa.
- Act as the primary contact for the unit on all matters related to the Certificate Program. This includes researching or synthesize answers to questions and solve administrative problems within guidelines. Refers complex problems and issues to senior staff when necessary.
- Coordinate meetings with the Revved Up Executive Director and SKHS Undergraduate staff as needed.
- Lead all aspects of certificate administration, including:
 - Schedule and attendance tracking for placement students.
 - Facilitate and implement an in-gym training day, which includes liaising with students in preparation for training.

- Administrator of the Certificate courses in partnership with the Revved Up Director of Education and Research, including activities such as coordination of: weekly seminars, teaching assistants, onQ materials, and intern accommodations.
- Provide Intern in-gym observations and feedback.
- Facilitate small group learning activities
- Oversee student recruitment for the Certificate program by planning and carrying out Certificate Program activities. This includes actively promoting the Certificate program through on campus presentations and the use of traditional and social media channels.
- Oversees the application and admissions process. This task entails tracking and reviewing applications according to established guidelines.

Revved Up Coordination

- Oversee all Revved Up program logistics including: new member intake, membership fee collection, member communication (daily e-mail, phone calls, quarterly newsletters), and reassessment scheduling.
- Consult informally with members to ensure program satisfaction.
- Liaise with the Revved Up Executive Directors regarding the administration of the program.
- Report any adverse events to the Revved Up Medical Director and Executive Directors using established reporting forms.
- Coordinate meetings with the Revved Up Executive Directors and Revved Up staff as needed.
- Build and maintain strong relationships with community groups (e.g., Ongwanada, Community Living Kingston) to coordinate joint exercise sessions for members.
- Coordinate volunteer training including scheduling and administration of training (online and referring to volunteer trainer).
- Plan events and coordinate social functions to encourage a sense of belonging among Revved Up members and volunteers.
- Support the implementation of fundraising activities.
- Oversee equipment management and ordering.
- Oversee member/participant recruitment for the Revved Up program. This includes recruiting by liaising with community groups who are willing to distribute promotional materials and by attending promotional events (e.g., community recreation fairs).
- Actively recruits volunteers and exercise assistants.
- Promote special events for members (e.g., member potluck dinners) through traditional (e.g., posters) and social media channels.

REQUIRED QUALIFICATIONS:

- University degree in Physical Education, Exercise Science, Kinesiology or a related field.
- Two-years experience working in physical activity programming for individuals with a disability.
- Canadian Society for Exercise Physiology (CSEP) Certified Personal Trainer (CPT) qualification at minimum Current Standard First Aid
- Current CPR – Level ‘C’
- Proficiency in the use of computers (Microsoft Word, Excel).
- Satisfactory Criminal Background Check and Vulnerable Sector Check.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Respect diversity and actively promote inclusion in the workplace.
- Excellent communication skills, both verbal and written.
- Ability to liaise with adults with physical disability and/or intellectual disability.
- Exceptional organizational skills, being able to manage multiple schedules and coordinating group educational events.
- Ability to respond to and manage stressful situations.
- Strong interpersonal skills and empathy. Ability to build and maintain positive relationships with community groups.
- Strong oral communication skills with the ability to deliver educational presentations in small to large groups (5 to 50 people).
- Project coordination skills with the ability to implement adapted physical activity programming.
- Strong logistical and administrative skills.

DECISION MAKING:

- Decide how to balance time and priorities to ensure responsibilities are carried out effectively.
- Decide how to promote the certificate program in accordance with University guidelines.
- Assess student eligibility for certificate program and make recommendations for admissions.
- Determine how to accommodate program needs and staff/intern/volunteer availability.
- Decide when a situation is serious and direct inquiries to the supervisor or medical staff.
- Problem solves independently or in consultation with an Executive Director for complex issues.

**RESEARCH ASSESSMENT QUESTIONS:
(must be completed)**

YES NO

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|---|--------------------------|-------------------------------------|
| 1. Is this position technical in nature in a teaching or research lab or lab-related area? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does this position support a research project?
If yes, indicate name of the project: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Does this position report directly to a Principal Investigator (PI)?
If yes, indicate name of the PI: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

SIGNATURES:

Date

Incumbent

Manager

Department Head/Director or Designate