

Community Programs and Events Coordinator

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Community Programs and Events Coordinator, you are responsible for the planning, coordination, and implementation of CMU's Mini U summer programming and the operational management of varsity athletics events. In this position, you foster a safe, inclusive, and engaging environment for children, youth, student staff, athletes, and spectators.

KEY AREAS OF RESPONSIBILITY

Mini U

- Collaborate with key stakeholders to develop age-appropriate Mini U programs, activities, and curricula that promote well-being and engagement.
- Recruit, hire, mentor, and supervise Mini U staff and volunteers.
- Develop and enforce policies and procedures for Mini U program operations.
- Create and implement a promotional plan, including print materials, web content, and social media presence.
- Ensure and maintain a safe and health environment for all participants.
- Communicate effectively with parents, staff, and participants.
- Maintain professional confidentiality with Mini U participants and their families.
- Oversee program registration, orientation, Budgeting, and purchasing.

Varsity Events

- In consultation with the Director, ensure all varsity events comply with the CCAA, MCAC and NIAC and CMU's policies and procedures.
- Coordinate set up and take down of Athletics facilities for varsity events.
- Recruit, hire, coordinate, and supervise game day operations staff (scorekeepers, clock operators, game assistants, and ticket sales).
- Contribute to the game day experience committee to promote fan engagement and fan safety.
- Responsible for fan and athlete safety at all varsity events, adhering to the Emergency Action Plan specific to each event venue.
- Assist in organizing special events, such as the annual awards banquet and community engagement activities, both on and off campus.
- Address student safety concerns related to athletics facilities (i.e., fitness centre, varsity room, soccer field, change rooms, etc.)
- Coordinate the varsity schedule to CMU Facilities office and communicate the gym schedule to coaches and varsity athletes.
- Manage annual varsity team wear orders, athlete distribution, and varsity uniform inventory.
- Other duties as assigned.

WORKING CONDITIONS

The Community Programs and Events Coordinator role involves active movement across both indoor and outdoor athletic facilities, with occasional off-campus events. This position requires some physical activity, including lifting and setting up event materials. Flexibility is essential, as regular evening and weekend work is required to support varsity events and summer programming.

WHAT YOU OFFER

- A commitment to the Christian faith, the church, and the mission of CMU.
- A bachelor's degree or equivalent education and experience may be considered, preferably in recreation management.
- Experience working with children and youth in a camps setting.
- Ability to provide leadership, direction and supervision to a staff of 15-20 university-aged students. Sound interpersonal skills, capable of motivating, leading, and developing.
- A tactical self-starter and can work under minimal supervision and navigate relationships with multiple audiences.
- Sound organizational skills and the ability to handle multiple tasks and meet deadlines.
- Strong analytical and problem-solving skills.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.