Position: Just for Kicks Coordinator/Birthday Party Leader  
(1 position available)

Position Duration:  
September 17, 2017 – March 25, 2018 (2-4 hours per week)  
(Sundays, 1:00-3:15pm or 1:00-5:15pm, depending on if a birthday party has been booked)

Rate of Pay: $15/ hour plus 4% in lieu of benefits

Our Vision and Purpose:  
Together we transform students’ lives.  
Excellence distinguishes us in sport and active healthy living.

Just for Kicks is a free volunteer-led indoor soccer program for children with special needs. Games take place Sunday afternoons (from 1:30 to 2:30 p.m.) from September through March at the UVic McKinnon Gym. There is also a physical literacy component to the programming. The success of Just for Kicks is largely due to the dedicated and enthusiastic volunteer soccer buddies who play alongside our young athletes to ensure they have fun and participate safely.

The Just for Kicks Coordinator reports to the Programmer, Camps and Community and assists with planning, administration, supervision, and operations. The Just for Kicks Coordinator provides strong leadership in volunteer organization and overall coordination, as well as represents the department’s emphasis on service excellence.

When a Vikes Birthday Party is booked in the fieldhouse, you will be in charge of planning and coordinating the birthday party for up to 16 children (a second leader will be added for more than 10 children. This will involve organizing games and sports for the first hour (3-4pm) in the fieldhouse, followed by monitoring and providing assistance to the birthday party parents in the TC Community Room for refreshments/cake/presents etc.

Key Duties Include:

Just for Kicks

- Coordinate the collection and record keeping for criminal record checks on all Just For Kicks volunteers
- Facilitate ongoing planning, implementation and review of the Just for Kicks objectives, policies and procedures
- Demonstrate strong leadership skills to volunteers to provide an outstanding volunteer experience
• Liaise with parents, guardians, caregivers, and the university community as a positive representative of Vikes Athletics and Recreation
• Coordinate the volunteers for physical literacy component of Just For Kicks with the regular Just For Kicks volunteers
• Liaise with the Vikes department staff to meet all legislative and operational requirements
• Inventory management of Just For Kicks supplies to ensure adequate inventory of program supplies
• Update the budget
• Other duties as required

Birthday Party Attendant

• Plan and lead a 2 hour birthday party for up to 16 children
• Coordinate equipment prior to start of party, and ensure safe use of both equipment and the facility space and the safety and well-being of the children attending
• Supervise the party room area for the second hour of the party, ensuring that no damage is done to the room
• Provide assistance to the birthday party parents as necessary
• Ensure the room is left tidied up (ie all garbage/recycling/compostables are disposed of)

Qualifications:

• Valid Standard First Aid & CPR “C” certifications
• Completion of a criminal record check
• Experience working in a camp environment with children aged 5-13
• Computer competencies with Microsoft Office; knowledge of CLASS would also be an asset.
• Ability to work independently and as a member of a team
• Excellent customer service skills
• Strong organizational skills and capacity to work in a fast paced demanding environment.
• Experience in a leadership role
• Program planning and administration
• Strong interpersonal and communication skills

To Apply:

If interested, please email your resume to Mike Watts at mwatts@uvic.ca by Wednesday September 27th.