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| **Title of Position** | Extramural Hockey Convenor |
| **Department** | Athletics & Recreation  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.09 Assist with inventory tracking and monitoring (i.e. equipment and supplies)

2.10 Assist with the basic setup and teardown of college events/activities

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc.)

4.01 Participate in applicable orientation and training sessions as required

4.02 Attend and participate in meetings as required

**Qualifications**

* Current student of Fleming College
* Knowledge of sport and basic sporting rules
* Good human relations and interpersonal skills
* Prior experience in a customer service environment
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Valid First Aid

**Additional Information** *(ie. special equipment or travel)*

* Travel with the team to and from tournaments if academic commitments allow