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| **Title of Position** | Intramural Convenor |
| **Department** | Athletics & Recreation  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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..)

9.01 Assist Recreation Coordinator with enforcing sporting rules and promoting sportsmanship and fair play

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