# JOB DESCRIPTION

**Position Title:** QSCC Athletics Executive Events Coordinator

**Term of Office:** September 1–April 30 (Summer Preparation Required)

**Supervisor:** QSCC Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 60 hours per week, variable summer hours

### General Scope of Duties

The Athletics Executive Events Coordinator will be responsible for all athletics queer community events and athletic initiatives of the QSCC, including but not limited to captaining QSCC intramural teams, securing and promoting Trans* Friendly Swims, and promoting positive space values within Athletics and Recreation at Mac. Further, the Events Coordinator will supervise the Community Outreach Committee, working closely with the Social and Political Advocacy Coordinator(s). The ideal candidate is passionate about inclusion in sports, dedicated, friendly, self-motivated, knowledgeable about queer health, has experience in event planning, and can attend all QSCC intramural games.

## Major Duties and Responsibilities

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Approved 48-10-01
Revised 68-15-30
QSCC Athletics Executive - Events Coordinator Job Description

**Supervisory Function** 50%
- Oversee a committee of volunteers (Community Outreach Committee) in planning and implementing educational and non-educational events to positively engage and build community within McMaster’s diverse queer and ally student bodies.
- Plan and run intramural teams for QSCC throughout the year.

**Financial & Budgeting Function** 5%
- Work with the QSCC Coordinator to complete any and all financial forms for intramural teams.
- Retain financial information to receive reimbursement from the Coordinator.

**Communications Function** 10%
- Communicate problems within athletics initiatives to the QSCC Coordinator.
- Work with the Coordinator and/or collaborators to ensure athletics initiatives are meeting the needs of LGBTQ+ students.
- Maintain strong communication with the Coordinator, fellow executives, and volunteers.
- Create a transition report for the incoming Events Coordinator in consultation with the QSCC Coordinator.

**Advertising & Promotions Function** 25%
- Ensure all athletic initiatives of the QSCC are advertised through collaboration with the Promotions Executive Coordinator.

**Other** 15%
- Collaborate with McMaster Athletics about initiatives including, but not limited to, “Trans Friendly Swims”.
- Attend Executive Meetings as scheduled.
- Be an active member of the QSCC community.

**Knowledge, Skills and Abilities**
- Organizational and time management skills required.
- Strong communication and teamwork skills.
- Skills to work independently and manage others.
- Highly-Friendly and highly approachable.
- Comfortable talking to a wide variety of people.
- An understanding of Safe Space.
- Dedicated and self-motivated.
- Strong Interpersonal skills required for conflict resolution and mediation.

**Effort & Responsibility**
QSCC Athletics Executive Events Coordinator Job Description

- Responsible for overseeing all QSCC athletics
- Communication with University departments, especially McMaster Athletics and Recreation
- Responsible for maintaining an appropriate and positive image of the QSCC and MSU
- Maintaining confidentiality of all individuals accessing the QSCC

Working Conditions

- Intramural location may vary, and are often in the evenings
- Time demands may exceed stated hours of work

Training and Experience

- Past experience with the QSCC is an asset
- Event planning experience is an asset
- Necessary training will be provided by the QSCC Coordinator

Equipment

- Shared use of the QSCC phone
- Personal Computer
- Appropriate safety equipment to be used during all athletic events