



# ATHLETICS & WELLNESS COMMISSIONER

## OVERVIEW

The Athletics and Wellness Commissioner is responsible for organizing and planning all athletic and wellness events held by the society. The Commissioner works closely with the Queen's Athletics and Recreation Centre (ARC) and Student Wellness Services (SWS) to represent the interests of SGPS members.

The Athletics and Wellness Commissioner reports to the SGPS VP (Community). The term of employment begins on April 1, 2020 and ends April 30, 2021. The Commissioner has a salary of \$500 per month (\$6000 for the full term, plus \$500 for the month of April 2020 in recognition of transition work). Preference will be given to applicants who are going to be in Kingston for the summer.

## KEY RESPONSIBILITIES

- Create a detailed summer/fall/winter plan with the VP (Community) by the end of May
- Attend relevant committees at the direction and discretion of the SGPS Executive
- Organize and plan SGPS athletic events
- Administrate all athletic programs run through the SGPS
- Work closely with the Queen's Athletics and Recreation Centre (ARC) to represent the interests of SGPS members
- Assist the Social Commissioner in organizing and running events during Orientation Week
- Attend and report to all meetings of SGPS Council
- Attend all scheduled Commissioner meetings
- Implement the decisions and vision of the SGPS as an organization

## QUALIFICATIONS

- Must be a currently registered SGPS member
- Familiarity with the structures of the SGPS and Queen's University is an asset
- Ability to work independently as well as part of a team
- Event planning experience is an asset
- Experience supervising volunteers or staff is an asset
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- Availability to plan and facilitate events over the summer months

## RENUMERATION

\$500 per month (\$6000 for the full term, plus \$500 for the month of April 2020 in recognition of transition work)

## TO APPLY

To apply for this position, please submit a [resume](#) and [cover letter \(with student number\)](#) to the attention of the VP Community, Anthony Lomax, to [apply@sgps.ca](mailto:apply@sgps.ca). Please specify that you are applying for the Athletics Commissioner position in your subject line.

Applications are due on Monday March 16th at 11:59 pm. For more information, visit [www.sgps.ca](http://www.sgps.ca).

*your* **SGPS**