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

The Deputy Athletics and Wellness Commissioner works with the Athletics and Wellness Commissioner to fulfil the function of the Athletics and Wellness Commission as defined above. They report to the SGPS VP Community. The term of employment begins on October 1, 2021 and ends April 30, 2022. The Deputy Athletics and Wellness Commissioner has a salary of $250 per month ($1750 for the full seven-month term).

**KEY RESPONSIBILITIES**

- Assisting and supporting the Athletics and Wellness Commissioner
- Submitting monthly written reports to and attending meetings of council;
- Developing a year plan specific to their position;
- Helping to transition new people into the role of Athletics and Wellness Commissioner at the conclusion of their term;
- Organizing athletics and wellness events for graduate and professional students and advising Council on matters pertaining to their portfolio;
- Sitting on the Social Events Standing Committee;
- Coordinating intramural teams and leagues for SGPS students;
- Assisting in the planning of all social events, including those of Orientation Week; and
- Regularly meeting and communicating with the ARC to report on the interests of SGPS members, and to ensure that their programming and facility needs are being addressed
- Other job duties as required

**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

**RENUMERATION**

$250 per month ($1750 for the full seven-month term, about 10 to 12 hours of work per month)

**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, at apply@sgps.ca. Please specify that you are applying for the Deputy Athletics and Wellness Commissioner position in your subject line.

The SGPS is committed to promoting a fair and equitable selection process and work environment that is inclusive and barrier free. We provide equal employment opportunities for all individuals regardless of age, sex, disability, race, ethnic origin, citizenship, creed, sexual orientation, marital status or any other grounds as described in the Human Rights Code. Applicants with a disability need to make any accommodation requests for the interview process known in advance. The Executive Hiring Team will arrange for reasonable accommodations in accordance with the Human Rights Code which will enable you to be assessed in a fair and equitable manner.

Applications are due on September 12, 2021 at 11:59pm. For more information, visit www.sgps.ca.