

Sports Coordinator Job Description August 2025 - April 2026

Job Title: Sports Coordinator

Department/Group: Residence Services/Residence Life

Location: Thunder Bay Campus

A Sports Coordinator is a student-volunteer position wherein they live within the Residence community and support fellow residence students toward a successful and positive residence experience through programming and community engagement. Reporting to the Residence Area Coordinators, the successful Sports Coordinator candidate will organize and deliver programming for the entire Residence community. Programming is geared towards high activity-based programs, low activity-based programs, as well as group organized activities. The Sports Coordinator will attend regular meetings; including but not limited to council team meetings, committee meetings, and area-specific meetings. The Sports Coordinator is expected to act as a positive role model within the community and assist in providing a positive Residence experience to all students. The primary objective of the Sports Coordinator is to foster a positive and engaged community with house spirit and Lakehead pride through large-scale group-based programs. As part of the role requirements, Sports Coordinator will live within the Residence community.

Job Tasks & Responsibilities:

- Communicate regularly with students and Res Life student staff to provide information and assist them with their transition into residence through a variety of approaches; including but not limited to, program advertising, social media, committee meetings, etc;
- Establish and maintain a positive rapport with students while maintaining an approachable demeanour;
- Build a strong sense of community through organized residence-wide activities, and residence initiatives;
- Participate in council programming wherein yourself and fellow council members provide opportunities to connect the entire residence community together;
- Take part in council-specific committees through meetings, programming, and student engagement;
- Work collaboratively with the RACs to plan and facilitate large-scale res-wide programming;
- Work collaboratively with the Council team to plan and facilitate committee specific and monthly programming for the Residence community at large;
- Promote and advertise programming through a variety of means including but not limited to social media, posters, etc;
- Keep track of house points accumulated during Res Sports programming on a needs basis;
- Submit programming budgets and balance expenses through the academic year;
- Attend weekly council meetings as well as bi-weekly area-specific meetings, in addition to regular meetings with the Residence Area Coordinators;

- Maintain an up-to-date knowledge of current and upcoming events as well as share relevant information with the student community;
- Complete reports on a needs-based occurrence including but not limited to monthly reports and programming reports to be submitted to the Residence Area Coordinators;
- Develop and encourage community building with fellow students through programming and student engagement;
- Keep an up to date spreadsheet for house points gained from council programming;
- Complete all programming expectations as outlined by the Residence Area Coordinators;

Qualifications:

- Flexibility in schedule in order to perform duties;
- Ability to communicate effectively with students, teammates and all members of the Residence Services team;
- Passion for sports and/or large-scale group activities;
- Excellent time management skills;
- Ability to work collaboratively with students and Res Life team members;
- Positive and inclusive in order to effectively communicate with students and develop an established sense of community;
- Strong sense of initiative;
- Creativity for unique, original, and effective programs;
- Attention to detail and strong sense of organizational abilities;
- A passion for leadership and ability to be a team player;
- A positive attitude about the Residence experience as well as Lakehead University;
- Adherence to the Residence code of conduct;
- Demonstrated positive contribution to the Residence community;
- Unbiased demeanour for creating balanced scoring and accurate house points tallies.

Additional Notes:

- This is a volunteer-based position that offers an honorarium;
- This opportunity offers a co-curricular record credit.