

# Seneca Recreation Team Leaders Job description

Published 5 days ago by **Mahsa Hajir**



## Seneca Recreation Team Leaders

### Job descriptions

Updated March 2026

**Seneca Polytechnic:** Department of Athletics & Recreation

**Contract Length:** Semester to Semester basis

**Rate of Pay:** \$19.60- up to 24 hours/week

**Reports To:** Campus Recreation Coordinator (S@Y/KG) / Sr Recreation & Wellness Specialist (NH)

**Training:** In person and site-specific training

#### QUALIFICATIONS:

- Current Full-time student enrolled at Seneca (Summer Semester = Current student or returning as a full-time student in the Fall Semester)
- Current/valid Emergency First Aid and CPR-C (with AED)
- Complete all Seneca Staff on-line training modules as posted on My.Seneca including AODA, Health & Safety Awareness, Workplace Harassment & Violence Prevention, Sexual Assault & Violence and WHMIS)
- Complete Athletics & Recreation Training - Customer Service Manual (sign+return)

#### GENERAL JOB RESPONSIBILITIES:

- Enthusiastically contribute to the development and implementation of Campus Recreation programming.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Provide excellent, outgoing, and ongoing customer service to anyone inquiring about Campus Recreation programming, Seneca facilities, Varsity Athletics and all other services offered by the dept.
- Maintain good public relations with all users.
- Responsible for the safety of people in the Gymnasium/Fitness Centre/ Dome/Field/Rec Room during Campus Recreation programming.
- Knowledge, support and enforcement of all Athletics & Recreation and Seneca Rules, Services, Schedules, and Programs.
- Complete adherence to all Polytechnic policies including, but not limited to IT, Sexual Harassment, Customer Service, Right to Privacy and Confidentiality Policies and Procedures.
- Hours must be completed in person on campus as scheduled by Coordinator.



Seneca Recreation Leadership Team 2026-2027

### POSITION DESCRIPTIONS

### Sr. Leader

- Prepare agenda and facilitate Campus Recreation Team meetings
- Provide feedback on the status of the team to the Recreation Coordinator.
- Coordinate the development of goals and objectives with all Team Members.
- Assist in the program promotional content via Recreation Information Officer and the Marketing and Promotions Leader(s).
- Coordinate with other Campus Sr. Leader's/rec teams regarding updates, upcoming events, policies etc.
- Coordinate and meet regularly with campus SSF board, leading collaborative initiatives, and updating rec. team & coordinator(s) on outcomes.
- Leads team in the coordination of special events with Rec. Coordinator(s).
- Assist in class visitations/information/orientation sessions.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Review past event evaluations prior to running an event.
- Ensure event evaluations are completed and discussed for all events.
- Ensure that you, or another rec team member, attend all events.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Support other rec leaders as required.

### Administrative Leader

- Responsible for the daily operation of the Recreation Team office.
- Ensure minutes of all Recreation Team meetings are taken and distributed to all members of the team and to the Rec. Coordinator(s) within 24 hours of meeting date.
- Maintain Rec. Team contact list and distribute to team & coordinator(s). Update as required.
- Maintain student participation points (Sting Bucks).
- Plan/Organize Sting bucks redemption days (end of each semester).

- Manage Sting Bucks marketing & communication: develop and implement a marketing plan with the marketing & promo team leader(s) including awareness posts, Sting Bucks pop-ups, participant's balance, redemption opportunities and schedule email updates.
- Ensure the office is clean, tidy and operating as a business each day.
- Ensure inventory is maintained and up to date.
- Attend all Campus Recreation meetings.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Compile all the registration and participation stats to present at the end of each semester.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts. Ensure that all messages are answered in a timely manner.
- Supports other Rec. Team Leaders as required.

### Marketing and Promotions Leader(s)

- Liaise with Recreation Information Officer on the conceptual process and delivery of department wide marketing & promotional initiatives.
- Weekly touch-point meetings with Recreation Information Officer to plan and coordinate upcoming department wide marketing & promotional plans.
- Prepare promotional material on all Campus Recreation activities to be displayed through the

promotional resources. (i.e. TV monitors, QR code posters, blackboard, intranet, social media sites, facility entry points).

- Ensure all social media sites are up-to-date/current with info.
- Collaborate with team members to create social media posts and recap videos for programs/event in a timely manner.
- Organize personnel to take pictures and video at events. Ensure event winner photos are posted in a timely manner.
- Have all posts/recaps and captions approved by rec coordinator(s) before posting.
- Organize and put together promotional material for Orientations/Rec. Booths/Info. Sessions/Open House/Class Visits.
- Attend all Campus Recreation meetings.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Suggest new promotion and marketing methods, including social media trends.

- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Supports other Rec. Team Leaders as required.

### Intercampus/Extramural Leader

- Assist Recreation staff in coordinating Intercampus and Extramural events, on and off campus.
- Assist in the promotions (with Marketing Leader(s)), registration confirmations, scheduling, team tryouts, roster preparation of all extramurals (In accordance with OCR).
- Organize preliminary tournaments in collaboration with the events leader. Record participation statistics for each event the campus participates in – pass on to Rec Coordinator/Administrative Leader.
- Keep records of extramural team stats to be posted on intranet/social media after each tournament.
- Responsible for distribution/collection of all waivers/commitment letter signing for all extramural teams, including distributing tournament itinerary to the team.
- Coordinate team jerseys/sign outs and returns with Rec Coordinator.
- Prepare intercampus package for any tournaments we host – send out to all participating campuses.
- Collect and file all surveys completed at the end of each extramural season.
- Attend all Campus Recreation meetings.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Maintain social media presence for student engagement and program promotions.
- Ensure student names and student number are sent to office administrator for Sting bucks.
- Ensure a team and transportation is available for all events. Coordinate with Recreation Coordinators for transportation.
- Recruit and encourage all students to participate in preliminary tournaments intercampus and extramural teams.
- Assist in recording participating statistics on a regular basis.
- Maintain a contact list of students interested in extramural events.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Supports other Rec. Team Leaders as required.

### Leagues Leader

- Organize intramural team registrations, waivers, weekly schedules, game sheets, stats

- Organize intramural team registrations, waivers, weekly schedules, game sheets, stats, standings.

- Provide Marketing & Promotions Leader(s) with scores from each game for updating social media.
- Recruit and train referees and scorekeepers for intramural leagues, such as indoor soccer, cricket, and volleyball (where we are not hiring outside referees).
- Scheduling officials for games.
- Oversee COTC programs weekly – update social media weekly with stats/standings.
- Assist with the promotions of the leagues.
- Chair the captains and officials meeting.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Attend all Campus Recreation meetings.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts
- Supports other Rec. Team Leaders as required.

### Events Leader

- Organize and take lead on all special events, including in-house tournaments, learn-to programs and connecting with and booking outside vendors where required.
- Organize preliminary tournaments in collaboration with the intercampus/extramural leader.
- While organizing an event, the following must be approved by the Recreation Coordinator well in advance of proposed event date:
  - o costs
  - o venue & venue rules and regulations
  - o transportation requirements
  - o liability factors
  - o time and day
- Keep detailed records of events for future reference, including an event evaluation form.
- Provide Marketing and Promotions Leader(s) with detailed information on all upcoming events.
- Attend all Campus Recreation meetings.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Coordinate all on-site and off-site campus special events. Ensure waivers and attendance sheets are looked after day of event.
- Update attending team member that is attending the trip with all details of trip, and duties while on shift at event.

- Suggest new special events for future semesters.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Supports other Rec. Team Leaders as required.

### Fitness & Wellness Leader

- Liaise with the Fitness Coordinator on the planning, promotion and delivery of fitness and

wellness programs, with the majority of hours dedicated to working alongside the Fitness Coordinator.

- Weekly touch point meetings with Fitness Coordinator to plan and coordinate upcoming events.
- Plan, organize and implement semesterly fitness challenges with Fitness Coordinator, including monthly challenges and Fit Enough intercampus events.
- While organizing an event, the following must be approved by the Fitness coordinator well in advance of proposed event date:
  - costs
  - venue & venue rules and regulations
  - liability factors
  - time and day
- Organize all Wellness events, Wellness Weeks and Wellness Fairs (via Sr. Wellness Specialist and Fitness Coordinators).
- Keep detailed records of events for future reference, share event stats with administrative leader.
- Provide Marketing and Promotions Leader with detailed information on all upcoming events.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Attend all Campus Recreation meetings & monthly wellness meetings
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions.
- Suggest new wellness events for future semesters.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Supports other Rec. Team Leaders as required.

### Crews Leader

- Organize and take lead of recreational & wellness crews (including fitness). Develop programs and registration of crews with Rec. Coordinator.

- Develop ideas for new crews (clubs).
- Provide Marketing and Promotions Leader(s) with detailed information on groups to market programs.
- Organize crew meetings with each crew/or ambassador that is leading the group.
- Keep detailed records of programs for future reference, share stats with administrative leader.
- Start a WhatsApp group for participants to engage socially and update participants weekly on events.
- Attend all Campus Recreation meetings.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.
- Be present as a Recreation Team Member during class visitations/information/orientation sessions if hours allow.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Maintain social media presence for student engagement and program promotions.
- Supports other Rec. Team Leaders as required.

### Member @ Large

- Develop new ideas to bring to the meetings re: how we can improve.
- Assist team leaders with upcoming events.
- Meet with coordinators at the beginning of each month to see what special events/projects we may need help with.
- Attend all Campus Recreation meetings.
- Contributes to the development of equity, diversity, and inclusion initiatives of the department.
- Offer good public relations to the students while in office and during events.

- Be present as a Recreation Team Member during class visitations/information/orientation sessions if hours allow.
- Ensure students are signed up for any events in the evenings that offer Sting Bucks.
- Suggest new special events for future semesters.
- Maintain social media presence for student engagement and program promotions.
- Respond to inquiries via Direct Messaging (DM's) on social media accounts.
- Supports other Rec. Team Leaders as required.