



WHO WE ARE

The Canadian Forces Morale and Welfare Services (CFMWS) supports the Canadian Armed Forces members and their families wherever they are in the world through the provision of fitness, recreation and leisure activities, family and charitable support, retail as well as personal financial services. We offer our employees the opportunity to work with a purpose every day in an inclusive, healthy, respectful and rewarding work environment.

THE ROLE

The Intramural Coordinator coordinates, develops, and monitors the intramural program of the Royal Military College of Canada. They develop and recommend policies and directives for intramural activities, assist with the monitoring of recreation program guidelines, and complete all administrative tasks related to the delivery of intramural program. They coordinate, guide and evaluate Officer-Cadet staff responsible for intramural program, and prepare game sheets, rules and reports for the program. The Intramural Coordinator is also responsible for the coordination, monitoring and inspection of facilities and equipment.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

College Diploma or certificate in Physical Education, Recreation, Sports Administration or a related discipline AND some years of experience in recreation and intramural programs or a related field

Current CPR and Basic First Aid qualifications

Current National Lifeguard Service (NLS) certification

Experience

In the coordination of general recreation and sports programs

In scheduling and organization of sports leagues

In coordinating the work of volunteers

In applying policies, procedures, regulations and applicable legislation

In budget administration

In website development, maintenance and editing

Competencies, Skills and Abilities

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

English or French Essential, Bilingual an asset

Reading: Advanced

Writing: Functional

Oral: Functional

BENEFITS AVAILABLE

Health Benefits: Drug coverage, travel insurance, dental, vision, life insurance, disability insurance and accidental death and dismemberment coverage.

Work Life Balance: A wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

Retirement Planning: A Defined Benefit Pension Plan and Group Savings Plans.

Learning and Development: Tuition Assistance Program and Advanced Learning Program, payment of professional association memberships, online learning opportunities and second language training.

Perks: Discounts through CFAppreciation.

OTHER INFORMATION

The Canadian Forces Morale and Welfare Services' (CFMWS) supports the Royal Military College (RMC) through the delivery of Morale and Welfare programming to staff, students, and faculty. We offer our employees the opportunity to work with a purpose each and every day in an inclusive healthy, respectful and rewarding work environment. RMC, founded in 1867, is rich in tradition with approximately 1,200 Officer and Naval cadets attending undergraduate courses. Its mission is to educate, develop and inspire, bilingual, fit and ethical leaders who serve the Canadian Armed Forces.

The successful candidate may be eligible for relocation benefits.

START DATE

17 October 2022

SALARY: 59180.00 - 69630.00 CAD Per Year

LOCATION: Kingston, Ontario

INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of the communities in which we live. Accommodations are available to all candidates identifying a need during all or any parts of the selection process.