



Placement Role (Title): Recreation Programmer, Homecoming Event

Host Description: Nipissing University, Alumni Relations c/o Office of Student Development and Services, B210.

Dates: Flexible, yet concentrated within the first half of the fall semester. Friday, October 2nd, Saturday, October 3rd and Sunday, October 4th in addition to regular weekly meetings to assist with planning the Homecoming event.

Placement Service Times: Meeting times will be negotiated with host, however placement students must be available for the duration of the event scheduled for Oct 2 – 4, 2015.

Purpose: Homecoming is a time to celebrate Nipissing University and the many achievements of our graduates as we welcome them back to their alma mater. Nipissing University invites all alumni to relive their campus experience and for students, staff, faculty and friends to celebrate their campus pride. Placement students will be expected to assist with the Homecoming event.

For the first time, Nipissing University has introduced a “Junior Lakers Kids Activity Zone” into the event schedule. Students will also be expected to plan, develop and deliver appropriate “Junior Lakers Kids Activity Zone” activities in the gym during Homecoming. This event includes a nutrition and activity component. *The Studio* will be offering Kids Zumba. All activities must be approved in advance by the Homecoming committee.

Placement Duties and Responsibilities:

- Work with the Reunion Homecoming team of staff and volunteers to ensure an organized and seamless Reunion Homecoming registration process and event for students, alumni, faculty and staff.
- Serve as positive role model for students.
- Plan, develop and deliver appropriate “Junior Lakers Kids Activity Zone” activities in the gym during Homecoming. This event includes a nutrition and activity component.
- Handle necessary problem-solving for registrants, via phone, fax, mail, and e-mail.
- Assist with the production of nametags, event tickets, and registration packets.
- Staff the on-site registration area throughout the duration of Homecoming Weekend.
- Special projects, as assigned, including assisting staff with Homecoming tasks and other event assistance as needed.
- Meet regularly with the Office Administrator & Alumni Relations.
- Coordinate reports detailing event attendance, budget, and assessment outcomes, to be given to Office Administrator & Alumni Relations.
- Assist in the development of programming policies and procedures.
- Inform Homecoming members of Junior Lakers Kids Zone activities during regular meetings.
- Attend bi-weekly, then weekly Homecoming meetings.
- Attend all events related to Homecoming.
- Assist with the collection of donations to Varsity Athlete scholarships.
- Coordinate with Office Administrator & Alumni Relations any on-site needs at programs/events.

Placement Eligibility Requirements: Placement students must be flexible, able to work independently. Excellent customer service and communication skills are required. Commitment for the weekend of Homecoming is essential (Oct 2 – Oct 4, 2015). Interest in continuing studies in education, event management or sport facility management is considered an asset. Valid police check and CPR Level C/FA required. Students must have successfully completed PHED 1027 (Leadership).

Number of Students Accommodated within placement: (minimum 50 hours): 6

Contact person within organization:

Laurie Purtell

Office of Student Development & Services - Office Administrator & Alumni Relations

lauriep@nipissingu.ca

705-474-3450 ext. 4099

Placement application process: Students applying for this placement must submit a resume, cover letter and be willing to interview for the limited number of positions available.

Deadline to submit expression of interest: September 14th