



Athletics and Recreation Operations Officer (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

St. Mary's University Athletics and Recreation is seeking an Operations staff member to strengthen daily operations, elevate the fitness center experience, and expand recreation opportunities for students, staff, and the broader community. This role will play a key part in enhancing game day operations, supporting marketing initiatives, and building engaging campus programs that positively impact student life and community connection.

Main responsibilities for this position will include:

- Support fitness center operations to ensure consistent service, safety, and support for students and members.
- Assist with marketing and promotions for fitness, recreation, and athletics by creating and sharing content for social media, posters, and other materials to increase visibility and participation.
- Lead and support student, staff, and community recreation events, fostering engagement and campus spirit.
- Provide game day supervision and event support, working collaboratively with the Athletics Specialist to deliver high-quality experiences.

QUALIFICATIONS

- Minimum of a Diploma, preference for a Bachelors degree, or equivalent experience in the fitness and recreation industry.
- Minimum of 1 years of related experience
- Police information check may be required
- Strong interpersonal and communication skills with the ability to build positive relationships.
- Organizational and time-management skills to balance multiple responsibilities effectively.
- Initiative, reliability, and a team-oriented mindset with a focus on service excellence.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.



As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Athletics and Recreation Operations Officer" by July 3rd, 2026. Note: interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***