All job functions of the Social Media Supervisor will be carried out under the direction of the Leadership & Community Program Coordinator. The individual will be expected to provide daily feedback regarding all job functions.

PROGRAM SUMMARY

Mission of the Mini U Programs:
1. Develops children and youth as educated leaders in physical activity for young people.
2. Provides a context for experiential education of students in degree programs to develop, disseminate and discover the benefits of working with children and youth in the promotion of physical activity.
3. Provides excellent and inclusive recreation/sport and educational experiences to young people.
4. Promotes the Faculty of Kinesiology and Recreation Management and the University of Manitoba as destinations for post-secondary education.
5. Contributes to the creation and dissemination of physical activity knowledge.

Our Vision: To be recognized locally and nationally as a leader in providing evidence-based programs while actively collaborating in the creation and dissemination of physical activity knowledge. Mini U Programs develops excellent, innovative leaders and provides stimulating, quality programs for children and youth that reflect the values of inclusiveness, fair play and healthy development.

OFFICE SUPERVISOR GENERAL RESPONSIBILITIES AND DUTIES

Administration
- Executes brand awareness, online reputation and social media presence.
- Coordinate and complete the collection/reconciliation of required participant photography & videography consent forms.
- Develop and execute digital media content that supports the goals of the departmental social media strategy.
- Create unique content calendars (weekly) for Facebook, Instagram, Snap Chat and Twitter social media platforms.
- Produce reports on content reach, engagement and audience size.
- Ensure program information, computer files, camp supplies and all other Mini U Programs materials found in the Mini U Programs office are stored in an organized manner and appropriate storage areas.
Customer Service
- Receive, facilitate response to and/or respond to customer and employee inquiries (in-person, email and phone) regarding program content, staff, policies, schedules, activities and their overall satisfaction.
- Communicate with parents/guardians regarding: the photography and videography consent.
- Contribute to the delivery of exceptional customer experiences by successfully caring for all children attending Mini U Programs and providing positive experiences for children, youth and their families while at the University of Manitoba.
- Communicate with children and youth regarding their experiences and behavior at camp. This includes helping young people find interests, enjoyable activities as well as facilitating learning opportunities and ways to change undesirable behavior.
- In collaboration with Administrative staff, oversee the supervision, safety and health of all children and youth attending Mini U Programs. This includes: coordinating the proper signing in/out of children, tracking the attendance of all participants, utilizing emergency first aid and CPR skills and working with first aid staff.
- Collaborate with the Customer Service Supervisors and Representatives while providing service and assisting customers through inquiries and concerns.

Photography & Videography
- Take photos and videos that capture the: variety of programs and activities offered, the diversity of the population being served, the leadership development occurring, the facilities, and customer enjoyment.
- Create videos (30 seconds) that showcase types of activities that occur in programs offered.

Other
- Other duties as assigned by the Director or Program Coordinators.