2018-19
ATHLETICS & RECREATION FACILITATOR
– VENUE COORDINATORS JOB POSTING

Posting Date - September 1, 2018
Closing Date - Applications will be reviewed beginning September 1 until positions are filled.
Position Type - Full Time Student – Excluded
Salary - $16.07/hour
Hours - Approximately 30 hours/month, averaged over four months and will vary week to week, pending team schedules. (September 2018 to April 2019)

The Athletics & Recreation Facilitator – Venue Coordinator (Venue Coordinator) is a student leadership position that works closely with the Athletic Services Coordinator to create a friendly and entertaining environment during varsity athletic and recreation events. Additionally, the Venue Coordinator assists to ensure all Viking Athletic events run smoothly and effectively for our fans, as well as our athletic teams. The position is also responsible for the peer education and facilitation of volunteers and casual student staff. This position will be invaluable experience for anyone interested in the area of business, management, education, sports marketing, publicity/promotion.

Duties (including, but not limited to)
- Promoting Vikings Athletics and Campus Recreation activities to new and current students.
- Facilitating sponsor relationships and promotions by assisting the Athletic Services Coordinator with account management.
- Collaborating to create promotional materials and media activities.
- Guiding, leading and mentoring volunteers and student staff in promoting athletics and campus recreation.
- As an active member of Vikes Council, provides support to Athletics and Campus Recreation by aiding in planning, volunteer recruitment, program promotion and delivery, registrations, statistic and result tracking, and event facilitation.
- Serves as Athletic and Campus Recreation (and Augustana Campus) Ambassador while at work or when off duty.
- Coordinating Viking Athletics game days (home games) on a rotational basis. This may include, but not be limited to: on-site coordination and indirect supervision of event staff, student and community volunteers, as well as game day staging [e.g., ticket selling, event ushering/security, alcohol/merchandise sales, public address announcing, game day performers], etc.
- Collects, submits and publishes all varsity athletic statistics.
- Collaborates with athletic partners including other campus departments, sponsors and suppliers.

Qualifications
- Full-time Augustana Student.
- Previous experience as Athletic Event Staff is desired, but not necessary.
- Requires great customer service skills.
- Can manage details easily and has experience with handling cash.
- Familiar with Viking Athletic and Campus Recreation events.

Compensation:
- $16.07/hour [+ 4.0% vac. pay + 3.46% stat pay]
- Access to all Vikings Athletics events

Please Forward Cover Letter and Resume to:
Ms. Jadene Mah, Athletic Services Coordinator
University of Alberta - Augustana Campus | jadene.mah@ualberta.ca

Positions will remain open until filled.

Applicants for their interest; however, only those individuals selected for an interview will be contacted.

The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.