Campus & Community Recreation Events and Outreach Intern

<table>
<thead>
<tr>
<th>Position:</th>
<th>Events and Outreach Intern</th>
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<tbody>
<tr>
<td>Employment Dates:</td>
<td>August 7, 2017 – June 8, 2018 (maybe extended to 12 months)</td>
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<tr>
<td>Number of Positions:</td>
<td>1</td>
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<td>Compensation:</td>
<td>Grade 4</td>
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<td>Hours:</td>
<td>40 hours a week. Hours are variable, evenings and weekends are required.</td>
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<td>Type:</td>
<td>Casual Staff Hourly</td>
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<td>Division:</td>
<td>Campus and Community Recreation</td>
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<td>Department:</td>
<td>Faculty of Physical Education and Recreation</td>
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The Campus and Community Recreation (CCR) Events and Outreach Intern, reporting to the Associate Director, is a member of the Campus and Community Recreation Program Team. The Events Intern’s primarily responsibility is the coordination and delivery of special and promotional events and activities.

The Events Intern will work with full-time staff and will take the lead in coordinating all start-up promotional programming for CCR including but not limited to: Find What Moves You Events (4-6 events in September), Week of Welcome, RecStock, Block Party & Turkey Trot.

This position is designed as an advanced leadership opportunity for those interested in gaining further experience in the Area of Recreation Programming. In this capacity, the Events Intern will develop skills in the areas of event management, program development, implementation, assessment, and staff supervision.

Some events will occur in the evenings and weekends. The Events Intern will be required to work some evenings and weekends.

**Event Production**
- Plans, organizes and executes event logistics for Campus and Community Recreation Special and Promotional Events
- Communicates and collaborates with CCR Programmers and Facility Services staff as necessary, to ensure cooperation and assistance in the professional execution of each event/activity
- Meets regularly with various representatives of the university to coordinate and develop components of September Start-Up Activities/Events
- Develops event plans and carries out all arrangements around preparation for and managing successful events
- In consultation with Associate Director and CCR full-time Programmers, develops and manages a budget plan for each specific event/activity
- Strives for superior customer service to ensure all participants have a safe and enjoyable experience
- Responsible for developing and implementing an event management and a risk management plan for each event/activity
- Assists in the coordination of annual Faculty of Physical Education and Recreation events
● Develops, recommends and implements policies, protocols and procedures affecting event planning and administration of the various events

Unit, Events and Programs Promotion

● Works as part of the marketing and communications team to implement marketing and promotional strategies
● Coordinates delivery of promotional materials, tabling events schedules and staffing
● Responsible for presentations regarding Unit, Events and Programs
● Recruits, trains, schedules, supervises and evaluates “Recreators” (promotion staff team)
● Leads staff by setting standards and goals for client services, accuracy and efficiency as they relate to the success and completion of events
● Identifies and takes part in community events, on campus and off, that will enhance the brand of CCR and FPER
● Submits payroll for part-time and student staff
● Responsible for the inventory of promotional items

Other Duties:

● Assist in other specific program area events/activities
● Other duties as assigned

Qualifications and Assets:

● Post-secondary education and some experience in event coordination field, preferably in a recreation setting
● Must have exceptional organizational, listening, facilitation, presentation, and interpersonal skills
● Must be available for dates of employment and attend training sessions
● Must have excellent customer service skills
● Strong organizational, administrative and computer skills are an asset
● Responsible, resourceful, and willing to work variable hours and as part of a team
● A pleasant personality together with a positive attitude is essential
● Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
● Ability to communicate, orally and written, effectively and efficiently
● Ability to foster a cooperative work environment, get along and work well with members of the department, supervisors and other employees of the university
● Ability to motivate and supervise volunteers, practicum students, and part-time staff
● Ability to work evenings and weekends
● Knowledge of Microsoft Office, Adobe Photoshop and related programs

Application Instructions:
Send Cover Letter and Resume to: grachella@ualberta.ca

Applications are due: June 23, 2017

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.