The RECreators are responsible for generating excitement and awareness of Campus & Community Recreation throughout campus. This is achieved through the use of different forums, such as tabling or campus walkarounds, to interact with students and the general university community. The RECreator team exudes fun and positivity through their outgoing mannerism.

The responsibilities of the role include but are not limited to:

- Generate excitement and awareness of Campus & Community Recreation around campus throughout the year
- Interacting with students, staff, and community members through various forums (i.e. Tabling events, social media, campus walk arounds, handing out promotional “swag”)
- Assists with special events, specifically but not limited to:
  - Residence Move-In Day (August 28, 2017)
  - Transitions (September, 2017)
  - RecStock (September, 2017)
- Responsible for the distribution of all marketing material related to Campus & Community Recreation
- Assisting Campus & Community Recreation departments with organizational tasks
- Responsible for completing shift paperwork and program evaluations
- Occasionally assisting in the operations of Campus & Community Recreation events, including set-up and takedown
- Performs other related duties as required by the Program Coordinators
- Adhere to and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner
- Representing the Campus & Community Recreation brand in a professional and fun manner
- Serve as a Campus & Community Recreation and University of Alberta Ambassador while at work and away or when on or off duty
- Assist Full-Time Staff upon request
- Time commitment will be approximately 6-12 hours per week – weekend and evening hours will be required

Salary:
Starting at: $13.20/hour Estimated contract dates: **August 1, 2017 – April 30, 2018.**

Qualifications/Expectations:
- The selected applicants will preferably be enrolled at the University of Alberta in the 2017-2018 academic year
- Event and promotion experience is considered an asset, but not necessary
- Excellent organization, communication (oral and written), interpersonal and time-management skills
• Demonstrate positive leadership qualities
• Must be able to work cohesively with a team as well as independently
• Experience with customer service
• A dynamic individual who is eager and enthusiastic and is able to motivate his/her peers to participate in our programs
• Ability to work flexible hours
• Presents a professional appearance and attitude
• Standard First Aid and CPR ‘C’ certification required

Mandatory:
• If selected, candidates MUST be available to attend the Campus & Community Recreation orientation & training AUGUST 26, 2017. Selected candidates must also be available for contact via email and/or phone during the month of July/August for planning purposes.

Application Procedures:
• Email cover letter and resume to Emilie Brown, eabrown@ualberta.ca. Email is the preferred method of submission

Deadline for applications is Friday, July 14, 2017 at 4pm.
• We thank all interested applicants; however, only those applicants selected for an interview will be contacted
• For further information, please contact Campus and Community Recreation at 780-492-2555

Applications should be forwarded to (email preferred):
RECreators, Promotional Team
c/o Emilie Brown
Assistant Digital Media and Promotions Coordinator, Campus & Community Recreation Room 2-670, Van Vliet Complex
University of Alberta Edmonton, Alberta T6G 2H9
eabrown@ualberta.ca

We actively seek and encourage applications form members of equity-seeking groups, including gender & sexual minorities (including women), persons with (dis)abilities, members of visible minorities, and Aboriginal persons.