The Campus & Community Recreation (CCR) Programs, Events & Outreach Intern is a member of the Campus and Community Recreation Program Team. This Intern positions' primary responsibility is the coordination and delivery of special, outreach events and activities.

The events intern will work with a CCR Staff and will take the lead in coordinating all start-up outreach and awareness programming for CCR including but not limited to: Find What Moves You Events (4-6 events in September), Week of Welcome, Rec Stock, Block Party, Turkey Trot.

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

This position is designed as an advanced leadership opportunity for those interested in gaining further experience in the area of recreation, leisure and wellness.

Learning Opportunities:
With the support of the CCR Full Time Staff, the Events Intern will gain:
- Experience in customer service.
- Activity/event management, including program development, promotion, implementation, and assessment.
- Part-time staff supervision.
- Increased knowledge of sport administration, recreation administration and health promotion.
- Development of personal skills, including leadership, problem-solving, conflict management, effective communication, teamwork, and organization.
- Increased knowledge of Intellileisure recreation management software and web-based programs.

Events, Activities & Programs:
- Planning, organizing and executing event and activities logistics for Campus & Community Recreation special, outreach and awareness 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.
• Meet regularly with various representatives of the university to coordinate and develop components of September Start Up activities and events.
• Develops event plans and carries out all arrangements around preparation for and managing successful events.
• In consultation with Associate Director and CCR FTS programmer, develop and manage 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.
• Develops, recommends and implements policies, protocols and procedures affecting event planning and administration of various events.
• Help support the ActiveU School Field Trip program. Tasks would include, but are not limited to booking instructors and facilities, coordinating staff, invoicing participating schools and advertising of the program to surrounding schools.
• Responsible for the coordination of Find What Moves You Program for various groups.

Unit, Events and Programs Promotion:
• Works as part of the Marketing & Communications team to implement marketing and promotional strategies.
• Coordinates delivery of promotional materials, tabling events schedules and staffing.
• Assist in retrieval of monthly social media analytics data.
• Responsible for presentations about Unit, Events and Programs.
• Assist in hiring, training, scheduling, supervising and evaluating the Promotions and Outreach/Engagement Recreation Facilitators.
• 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.
• Responsible for the inventory of uniforms and 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 the 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 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, supervise and support the development of student, part time staff.
• Ability to work evenings and weekends.
• Knowledge of Social Media Platforms, Microsoft Office, Adobe Photoshop and related programs.

Application Instructions:
Send Cover Letter and Resume to: grachella@ualberta.ca
Applications are due: May 24, 2019
Only Candidates who are offered an interview will be contacted