2019-2020
CLUB SPORTS
RECREATION FACILITATOR

POSITION SUMMARY:
The Recreation Facilitator position is responsible in assisting in the delivery of the Club Sports Program. This position will provide invaluable experience for anyone interested in the area of Sport and Recreation. Many students who have worked as Recreation Facilitators have gained employment upon graduation thanks in part to the broad and practical experiences that are transferable to many job settings.

The responsibilities of the role include but are not limited to:
• Responsible for assisting the Club Sports Program Coordinators in facilitation of approximately 25 Club Sports.
• Serve as an administrator for the Club Sports decisions in absence of the Full Time Staff.
• Help supervise, train, schedule and evaluate all aspects of each club sport.
• Provide on-site supervision at various Club Sports practices, games and special events.
• Attends weekly Recreation Facilitators staff meetings.
• Accountable for organizing necessary meetings and to be available for club executives.
• Provide administrative support for Club Sports, including email communication, filing, bookings, tracking systems, budgeting.
• Adhere to, and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional 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 Program Coordinators upon request.
• Time commitment will be approximately 12-15 hours per week – including some evenings, occasional weekends and daytime hours.
• Deliver quality and excellent customer service.
• Accountable for inputting all financial information into a database.
• Professionally respond to and assist participants with disputes and minor problems.
• Assist in training new student leaders.

Salary:
$16.01 per hour for 12-15 hours per week.

Qualifications/Expectations:
• Selected applicants need to be enrolled at the University of Alberta in the 2019-2020 academic year as this position is a Student Peer Educator position.
• Ability to work independently to improve the overall quality of the Programs.
• Excellent organization, communication (oral and written), interpersonal and time-management skills.
• Knowledge of Sport/Recreation as well as experience in event management is an asset.
• Demonstrate positive leadership qualities.
• Must be able to work cohesively with a team as well as independently.
• Experience with customer service and conflict resolution.
• A dynamic individual who is eager and enthusiastic and is able to motivate his/her peers to participate in our programs.
• Must be goal-oriented and take initiative.
• Presents a professional appearance and attitude.
Extensive knowledge of computers and web-based programs an asset.
Standard First Aid and CPR ‘C’ certification required.

Mandatory:
If selected, candidates MUST be available to attend the following dates:

- Monday, August 26th – Friday, August 30th: training and orientation (25 hours)
- Sunday, September 8th: staff retreat (8 hours)
- Sunday, January 12th: staff retreat (8 hours)

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 your cover letter and resume to recreation@ualberta.ca. In your email, please specify the name of the position you are applying to.
- To learn more about this and other positions available at Campus & Community Recreation, come to the CCR Job Expo on Tuesday, March 5th from 3:00pm – 7:00pm in Van Vliet Complex Social Street.
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted.

Deadline for application is March 10th, 2019 @ 4:00 PM

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.