2019-2020
INSTRUCTIONAL RECREATION
RECREATION FACILITATOR

POSITION SUMMARY:
The Recreation Facilitator position is responsible in assisting in the delivery of Campus & Community Recreation Dance, Martial Arts, Sport Skills and Leisure programs. This position will provide invaluable experience for anyone interested in the area of Student Wellness, Fitness, Sport and Recreation.

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

- Provide day-to-day administrative assistance in coordinating all aspects of Instructional Recreation programs
- Instructional Recreation programs consist of Dance, Martial Arts, Sport Skills, and Leisure classes
- Work as part of a team, providing troubleshooting for more than 100 hours (more than 80 classes) of programming per week
- Monitor all Instructional Recreation classes and assist with supervision of all instructors
- Assist with instructor and class evaluations by administering evaluations and summarizing the results
- Implement administrative requirements of instructors such as preparation of class lists, venue signage, etc.
- Assist with participation statistics and reports
- Assist with publicity and promotion of Instructional Recreation programs and events
- Participate in Instructional Recreation Program classes
- Assist in the implementation of Campus & Community Recreation special events
- Adhere to and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner
- Assist full-time Program Coordinators with other tasks in support of department-wide goals when requested
- Serve as a Campus & Community Recreation and University of Alberta Ambassador while at work and away, or when on or off duty
- Represent Campus & Community Recreation through great customer service during one weekly daytime office shift (2 hours per week) at main Campus & Community Recreation office, as well as participate in 15 hours per semester at other Campus & Community Recreation events and programs
- Attend weekly Recreation Facilitator team meetings
- Time commitment will be approximately 12-15 hours per week – including one to two evenings per week and occasional weekends, in addition to daytime hours. Additional time commitment
in September and January, with minimal time commitment in December and April.

**Compensation:**
- $16.01 per hour for 12 to 15 hours per week
- Estimated contract dates – August 24th, 2019 to April 30th, 2020

**Qualifications/Expectations:**
- The selected applicants must be enrolled at the University of Alberta in the 2019-2020 academic year as the Recreation Facilitator positions are Student Peer Educator positions
- Ability to work independently to improve the overall quality of all Instructional Recreation Programs
- Excellent organization, priority setting, communication (written and oral), interpersonal and time-management skills
- Knowledge of fitness, sport and recreation as well as experience in event management is an asset
- Ability to work effectively and efficiently under pressure
- Demonstrate strong positive leadership qualities
- Experience with customer service and conflict resolution
- Must be goal oriented, detailed, and someone who takes initiative
- A dynamic individual who is eager and enthusiastic and is able to motivate his/her peers to participate in Campus & Community Recreation programs
- Must be able to work cohesively with a team as well as independently
- Standard First Aid and CPR ‘C’ certification required

**Mandatory: If selected, candidates MUST be available to attend the following dates:**
- Monday, August 26th to Friday, August 30th, 2019 – Training and Orientation Week (25 hours)
- Sunday, September 8th, 2019 – Staff Retreat (8 hours)
- Sunday, January 12th, 2020 – Staff Retreat (8 hours)

**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 at 4:00 PM**
For more information, please email recreation@ualberta.ca
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.