2019-2020
INTRAMURAL SPORTS
RECREATION FACILITATOR

POSITION SUMMARY:
The Recreation Facilitator position is responsible for assisting in the delivery of Intramural Sports and other Campus & Community Recreation programs. Applicants are asked to apply specifically for the position(s) of greatest interest to them, and highlight relevant experience and qualifications for consideration to the position(s).

INTRAMURAL RECREATION FACILITATOR POSITIONS:
- Basketball Recreation Facilitator
- Ice Hockey Recreation Facilitator  (Position has been filled by a current staff member)
- Soccer Recreation Facilitator  (Position has been filled by a current staff member)
- Volleyball Recreation Facilitator  (Position has been filled by a current staff member)
- Multisport Recreation Facilitator
- Special Events Recreation Facilitator

The responsibilities of the role include but are not limited to:
- Lead the implementation of Intramural Sports programming, including staff management; program planning; promotion; event set-up, oversight and execution; result tracking; and evaluation for a designated sport or event
- Participate in the hiring, training, supervision, and evaluation of Intramural staff, including Event Supervisors, Referees, and Activity Monitors
- Guide, train and mentor KRLS 105 practicum students in administering Intramural Sports programming
- Represent Campus & Community Recreation through excellent customer service during daytime office hours (2 hours per week), as well as biweekly evening hours, and ongoing email communication
- Serve as a member of the Intramural Council and other Committees.
- Serve as a Campus & Community Recreation and University of Alberta ambassador while at work and away, and when on or off duty.
- Time commitment will be approximately 12-15 hours per week – primarily evenings and weekends

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

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1 Sports include a combination of: Ball Hockey, Flag Football, Innertube Water Polo, and Ultimate Frisbee
2 Events include large and small tournaments and community events, including Red Eye Games
Qualifications/Expectations:
- The selected applicants must be enrolled at the University of Alberta in the 2019-2020 academic year as this position is a Student Peer Educator position
- Excellent organization, communication, and time-management skills
- A dynamic individual who is eager and enthusiastic and is able to motivate their peers to participate in our programs
- In-depth knowledge of sport and recreation (see "specific positions" for particular areas); experience in event management is an asset
- Must be able to work cohesively within a team as well as independently
- Experience with customer service and conflict resolution; good judgment and discretion in dealing with confidential information.
- Competence working with computers and web-based programs

Required Certifications:
- Standard First Aid Level 'C' certification (must be valid beyond April 1, 2020)

Mandatory Dates:
If selected, candidates MUST be available to attend the following dates:
- Monday, August 26 – Friday, August 30: training and orientation (25 hours)
- Sunday, September 8: staff retreat (8 hours)
- Sunday, January 12: 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 matt.edmonds@ualberta.ca. In your email, please specify which Recreation Facilitator position(s) you are applying to.
- Applications will be accepted until all positions have been filled.
- We thank all interested applicants; however, only those applicants 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.