2019-2020
PROMOTIONS AND OUTREACH
RECREATION FACILITATOR

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, presentations, handing out promotional “swag”)
• Responsible for completing shift paperwork and program evaluations
• Delivery and assistance of Special Events, which includes but is not limited to RecStock, Week of Welcome, Turkey Trot, Big Pink Volleyball Tournament and Red Eye
• Responsible for the distribution of all marketing materials related to Campus & Community Recreation
• Actively seek and develop partnerships with on-campus groups and the Edmonton community
• Lead and assist with multimedia projects, such as videos, for use on the Campus & Community Recreation social media platforms
• Lead and assist with Campus & Community Recreation social media platforms (Facebook, Instagram and Twitter)
• Lead and assist with taking photographs of special events and programs
• Manages front desk at the Campus & Community Recreation main office; duties include answering phone calls, responding to customer inquiries, performing 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
• Time commitment will be approximately 12-15 hours per week – includes some evening and weekend hours

Compensation

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

Qualifications/Expectations

• The selected applicants need to be enrolled at the University of Alberta in the 2019/2020 academic year as the Recreation Facilitator positions are Student Peer Educator positions
• Event and promotion experience is considered to be an asset, but not necessary
• 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 Fitness, Sport and Recreation is an asset, but not necessary
• 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
• Knowledge of social media platforms (i.e. Twitter, Facebook, Instagram) and video editing software is considered to be an asset, but not necessary
• Standard First Aid and CPR ‘C’ certification is required

Mandatory:
• If selected, candidates MUST be available to attend the Campus & Community Recreation orientation & training (August 26-30, 2019), mandatory September staff retreat (September 8, 2019), as well as a mandatory January staff retreat (date: Sunday, January 12, 2020). 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

Applications should be addressed to:
Recreation Facilitator Position
c/o Blaine O’Toole
Events and Outreach Program Facilitator, Campus & Community Recreation
Room 2-670, Van Vliet Complex
University of Alberta Edmonton, Alberta T6G 2H9
botoole@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.