2019 SPRING/SUMMER
PROMOTIONS AND OUTREACH
RECREATION FACILITATOR

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

- 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
- Lead and assist with multimedia projects, such as videos, for use on the Campus & Community Recreation social media platforms
- 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
- 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 15-20 hours per week – includes some evening and weekend hours

Compensation

- $16.01 per hour for 15-20 hours per week
- Estimated contract dates: May 13, 2019 – August 24, 2019

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
- Standard First Aid and CPR ‘C’ certification is required

**Application Procedures:**

- Email your cover letter and resume to ccrinfo@ualberta.ca. In your email, please specify the name of the position you are applying to.
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted

**Deadline for application is May 7, 2019**

**Applications should be addressed to:**

Promo Recreation Facilitator Position  
c/o Jen Stevenson  
Multi-Media Associate, Campus & Community Recreation Room 2-670,  
Van Vliet Complex  
University of Alberta Edmonton, Alberta T6G 2H9
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.