2021-2022
RECREATIONAL SKATING
RECREATION FACILITATOR

POSITION SUMMARY:
The Recreational Skating Recreation Facilitator’s role is to assist Campus & Community Recreation Staff in all aspects of coordinating the Recreational Skate Program. This includes Recreational Skate, Learn to Skate and Stick & Skate programs.

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

1. Leadership:
   - Aid in hiring and training Supervisory Staff and Volunteers
   - Interviewing, hiring, scheduling and supervising 10-15 Casual Staff
2. On-Ice Duties:
   - Train staff on policing behavior of on-ice participants, emergency action procedures, administration duties (playing music, public announcements)
   - Implementing waiver use with staff for on-ice participants
   - Coordination/creation of on-ice activities
   - Administer emergency accident procedures and first aid if needed
   - Responsible for maintaining first aid and audio equipment
   - Maintain effective communication and relationships with arena and facility staff and participants
3. Instruction and Customer Service:
   - Provide instructional feedback to instructors and participants in Learn to Skate programs
   - Oversee the Recreational Skate, Learn to Skate and Stick & Skate Programs
   - Hiring and recruitment of instructors/supervisors for Recreational Skate, Learn to Skate and Stick & Skate programs
4. Statistics and other Administrative Duties:
   - Complete payroll for all Recreation Skate staff three to four times per semester
   - Tabulate statistics and reports of number of skaters on ice at the year end
   - Complete equipment inventory and advise on equipment needs for grant purposes
5. Event Implementation (Adapted Clinics)
   - Coordinate equipment and facility use with other members in the Faculty, as well as instructors required to lead events
   - Administration of registration, waivers, and first aid protocols during event
6. Other Duties:
   - Attend weekly Recreation Facilitator team meetings
   - Assist with publicity and promotion of Recreation Skate Program
   - Assist 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
   - Time commitment will be approximately 10-13 hours per week. Additional time commitment in September and January, with minimal time commitment in December and April.

Compensation:
- $16.06 per hour for 10-13 hours per week
- Estimated contract dates: August 26th, 2021 – April 30th, 2022
Qualifications/Expectations:
- The selected applicants must be enrolled at the University of Alberta in the 2020-2021 academic year as this position is a Student Peer Educator position
- Knowledge of CanSkate or NCCP designations is advantageous
- 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
- Must be able to work cohesively with a team as well as independently

Required Certification:
- Standard First Aid Level ‘C’ certification

Mandatory Dates:
If selected, candidates MUST be available for training on the following dates*:
- Thursday, August 26th to Tuesday, August 31st (Recreation Facilitator Training & CCR Casual Staff Training)
- Saturday, September 11th OR Sunday, September 12th (Recreation Facilitator Fall Retreat)
- Sunday, January 9th, 2022 (Recreation Facilitator Winter Retreat)

Selected candidates must also be available for contact via email and/or phone during the month of July/August for planning purposes.

*Training dates are tentative and subject to change

Application Procedures:
- Submit your application, including your resume and cover letter, at uab.ca/ccrjobs.
- To learn more about this and other positions available at Campus & Community Recreation, come to the CCR Job Expo on from March 29th – April 1st. For information on times and locations of the Job Expo, visit uab.ca/ccrjobs.
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted.

Job posting will remain active until position(s) have been filled.

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.