2019-2020
CLUB SPORTS & OUTDOOR PROGRAMS
RECREATION FACILITATOR

POSITION SUMMARY:
The Recreation Facilitator position is responsible in assisting in the delivery of the Club Sports Program. This position will provide invaluable experience for anyone interested in the area of Sport and Recreation. Many students who have worked as Recreation Facilitators have gained employment upon graduation thanks in part to the broad and practical experiences that are transferable to many job settings.

The responsibilities of the role include but are not limited to:
- Responsible for assisting the Club Sports Program Coordinators in supporting approximately 26 Club Sports and working collaboratively alongside clubs to facilitate large events.
- Serve as an administrator for Club Sports decisions in absence of the Full Time Staff.
- Assist in the supervision, training, financial management, administrative support and evaluation all aspects of each club and its executive team.
- Maintain positive and constructive lines of communication with clubs.
- Provide on-site supervision at various Club Sports practices, games and special events.
- Attend weekly Recreation Facilitators staff meetings.
- Meet regularly with the Club Sports Program Coordinator.
- Work one evening shift a week (5pm-9pm)
- Accountable for organizing necessary meetings and to be available for club executives to provide support.
- Adhere to, and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner.
- Serve as a Campus & Community Recreation and University of Alberta Ambassador while at work and away or when on or off duty.
- Assist Full Time Program Coordinators upon request.
- Be available to work flexible hours including some evenings, occasional weekends and daytime hours.
- Deliver quality and excellent customer service.
- Professionally respond to and assist participants with disputes and minor problems.
- Contribute to the team environment of the Club Sports Program.

Salary:
- $16.06 per hour for 10-13 hours per week
- Estimated contract dates: August 22\textsuperscript{nd}, 2020 – April 30\textsuperscript{th}, 2021

Qualifications/Expectations:
- Selected applicants need to be enrolled at the University of Alberta in the 2020-2021 academic year as this position is a Student Peer Educator position.
- 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 Sport/Recreation as well as experience in event management is an asset.
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.
Extensive knowledge of computers and web-based programs an asset.

Required Certifications:
- Standard First Aid Level 'C' certification (must be valid beyond April 1, 2021)

Mandatory Dates:
If selected, candidates MUST be available to attend the following dates:
- Saturday, August 22 OR Sunday, August 23: casual staff orientation (6 hours)
- Monday, August 24 – Friday, August 28: recreation facilitator training (25-30 hours)
- Sunday, January 10, 2021: winter retreat (8 hours)

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

Application Procedures:
- Submit your application, including your resume and cover letter, at uab.ca/ccrjobs. In your cover letter, please specify which position(s) within Intramural Recreation Facilitators you are applying for.
- To learn more about this and other positions available at Campus & Community Recreation, come to the CCR Job Expo on from February 24th – 26th. 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.

Deadline for application is March 6th, 2020 @ 4:00 PM

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.