POSITION SUMMARY:
The Recreation Facilitator position is responsible in assisting in the delivery of Campus & Community Recreation Dance, Martial Arts, Sport Skills and Leisure & Crafts programs. This position will provide invaluable experience for anyone interested in the area of Student Wellness, Fitness, Sport and Recreation.

The responsibilities of the role include but are not limited to:
- Provide day-to-day administrative assistance in coordinating all aspects of Instructional Recreation programs
- Instructional Recreation programs consist of Dance, Martial Arts, Sport Skills, and Leisure & Crafts classes
- Work as part of a team, providing troubleshooting for more than 100 hours (more than 80 classes) of programming per week
- Monitor all Instructional Recreation classes and assist with supervision of all instructors
- Assist with instructor and class evaluations by administering evaluations and summarizing the results
- Implement administrative requirements of instructors such as preparation of class lists, venue signage, etc.
- Assist with participation statistics and reports
- Assist with publicity and promotion of Instructional Recreation programs and events
- Participate in Instructional Recreation Program classes
- Assist in the implementation of Campus & Community Recreation special events
- Adhere to and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner
- Assist full-time 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
- Attend weekly Recreation Facilitator team meetings
- Time commitment will be approximately 10-13 hours per week – including one to two evenings per week and occasional weekends, in addition to daytime hours. 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 22nd, 2020 – April 30th, 2021

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
- 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 and CPR 'C' certification required

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 and August for planning purposes.

Application Procedures:

- Submit your application, including your résumé and cover letter, at uab.ca/CCRjobs. In your cover letter, please specify the name of the Recreation Facilitator position 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.