2020-2021
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 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.
- 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 (must be valid beyond April 1, 2021).

Mandatory Dates:
If selected, candidates MUST be available to attend the following dates:
- Saturday, August 22nd to Friday, August 28th, 2020 – Training and Orientation (25 hours).
- Sunday, September 6th, 2020 – Staff Retreat (6 hours).
- Sunday, January 10th, 2021 – Staff Retreat (6 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.