



CAMPUS & COMMUNITY RECREATION

Deadline for application: ongoing

Position	Recreation Facility Operator (casual)
Employment Dates	Aug 2024 to Apr 2025
Number of Positions	up to 5
Compensation	\$15.99
Benefits	4% vacation pay, 3.46% stat pay; 1.5% premium
Hours	10-12 hours a week
Type	casual staff, hourly
Division	Campus & Community Recreation
Department	Campus Services

Campus & Community Recreation strives to inspire and empower exceptional life experiences through recreation, sport, and wellness. Our mission is to facilitate and deliver leading-edge programs, events, services and facilities for our community. Join the Recreation Facility Operations team for the 2023-2024 school year!

The Recreation Facility Operator is responsible for supporting full time staff in a variety of responsibilities. This includes monitoring facility spaces and ensuring the standards are met for safety and cleanliness. Learn the proper procedures and protocols for events/sports equipment set-up and takedown. Help with the overall success and operations of the recreation facility. This position will provide invaluable experience for anyone interested in the operations of recreation facilities.

Learning Opportunities:

With the support of the CCR Full Time Staff, this position will gain:

- Develop critical thinking and problem solving skills
- Develop effective communication and leadership skills
- Develop an enhanced ability to work with a diverse range of clients and colleagues
- Develop an understanding for the operations of a sport/recreation facility

Position Responsibilities:

- Special events set up and take down
- Sport equipment set up and take down

- Operate Laundry Service
- Liaise with event organizers to ensure the facility and equipment needs of the event are met
- Ensure safety and cleanliness of activity spaces to provide positive user experiences
- Assist with opening and closing procedures of the Van Vliet Complex
- Deliver quality and excellent customer service
- Effective communication between supervisors and colleagues
- Equipment allocation for classes and recreational activities
- Support facility clients by assisting with office moves
- Heavy Lifting of equipment may be required
- Adhere to and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner

Working Conditions:

- 1. Physical Demands:
 - Assist with set-up and take down of equipment
 - Lifting, pushing, pulling of equipment
 - Providing first aid as needed
- 2. Work Environment:
 - Indoor and some outdoor environments
 - Time commitment will be approximately 10-12 hours per week, primarily evenings and weekends

Qualifications and Expectations:

- Selected applicants need to be enrolled at the University of Alberta in the 2024-2025 academic year as a full-time student.
- Be available to work flexible hours including some evenings, occasional weekends, and daytime hours (school breaks, statutory holidays)
- Must be able to work cohesively with a team as well as independently
- Excellent communication and interpersonal skills
- Computer literacy and skills required
- Previous work experience in a sport or recreation environment an asset
- **Current Intermediate (Standard) First Aid and CPR Level C and AED training is required.**
Expiry must not be sooner than 6 months for IFA and 3 months for CPR.

Application Procedure:

1. Go to uab.ca/ccrjobs
2. Select "Apply Online" to complete a google form application submission.
3. You will be asked to submit your resume as part of your application.

We thank all interested applicants; however, only those applicants selected for an interview will be contacted.

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.