



# CAMPUS & COMMUNITY RECREATION

**APPLICATION DEADLINE:** Friday, March 27, 2026 @ 11:59 p.m. (MST)

<b>Position</b>	Recreation Facilitator   Instructional Recreation & Group Fitness
<b>Type</b>	Excluded, Casual Staff
<b>Employment Dates</b>	Fall 2026 & Winter 2027 terms   Aug 24, 2026 to Apr 15, 2027
<b>Number of Positions</b>	up to 4
<b>Compensation</b>	\$18.45 / hour
<b>Hours</b>	0-15 hours a week, varies on operational needs
<b>Division</b>	Campus & Community Recreation
<b>Department</b>	Campus Services

Campus & Community Recreation (CCR) 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.

This position will provide invaluable experiences for full-time University of Alberta students interested in the area of Sport and Recreation; an opportunity to build and develop yourself as a leader and manager. Reporting to the Program Supervisor, Instructional Recreation & Group Fitness, with direct support from the Program Coordinator, Instructional Recreation & Group Fitness. The Instructional Recreation & Group Fitness Recreation Facilitator position is responsible for assisting in the delivery of Campus & Community Recreation Instructional Recreation and Group Fitness classes. Campus & Community Recreation is committed to supporting the physical, mental, and social well-being of students, staff, faculty, and community members through recreation, sport and physical activity. This position will provide invaluable experience for anyone interested in the area of Student Wellness, Fitness, Sport and Recreation. This position has two levels of employee: Recreation Facilitator 1 and 2. The Recreation Facilitator 2 carries the same position responsibilities as the Recreation Facilitator 1 plus additional specialization and leadership duties.

- Instructional Recreation programs consist of Dance, Martial Arts, Sport Skills, and Leisure & Crafts classes.
- Group Fitness programs consist of Strength & Conditioning, Mind/Body Fitness, Spin and Zumba classes.

### **Learning Opportunities:**

- Experience in program planning.
- Experience with sports administration and organization.
- Experience with event and equipment management.
- Experience in communications and relationship building.
- Experience with leadership and mentorship of staff.

### **Position Responsibilities**

Both the Recreation Facilitator 1 and Recreation Facilitator 2 will be responsible for the following areas within the position:

With guidance and support from the Instructional Recreation & Group Fitness Supervisor and Program Coordinator, this position will:

- Provide day-to-day administrative assistance in coordinating all aspects of Instructional Recreation and Group Fitness programs
- Work as part of a team, providing troubleshooting for more than 135 classes of programming per week
- Monitor all Instructional Recreation and Group Fitness classes and assist with mentorship of all instructors
- Build positive rapport and connections with participants and instructors.
- Deliver quality and excellent customer service.
- Lead and/or provide support to numerous Leisure & Crafts classes
- 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 program participation statistics and reports
- Assist with publicity and promotion of Instructional Recreation and Group Fitness programs and events
- Participate in Instructional Recreation and Group Fitness Program classes
- Assist in the implementation of Campus & Community Recreation special events
- Support risk management and mitigation plans.
- Ensure the safety of all participants at all times
- Respond and perform first-aid and other emergency incidents, where required
- Contribute to the team environment of the Fitness, Leisure and Wellness team and the Campus & Community Recreation team as a whole.
- Adhere to and implement Campus & Community Recreation policies and procedures in a fair, prudent and professional manner
- Assist full-time Program Supervisors and Coordinators with other tasks in support of department-wide goals when requested
- Attend mandatory Recreation Facilitator meetings, training / orientation sessions, and promotional opportunities
- Serve as a Campus & Community Recreation and University of Alberta Ambassador while at work and away, or when on or off duty
- Assist the Program Supervisor and/or Program Coordinator upon request
- Time commitment will be approximately 10-15 hours per week – including 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.

### **Working Conditions**

1. Physical Demands:
  - Assist with set-up and take-down of equipment
  - Providing First Aid as needed
2. Work Environment:
  - in-person, on-campus

### **Qualifications & Expectations**

- Selected applicants must be enrolled at the University of Alberta in the 2026-2027 (Fall 2026 and Winter 2027 terms) academic year as a full-time student (9 credits minimum for each term).
- Be available to work flexible hours including some evenings, occasional weekends, and daytime hours (school breaks, statutory holidays, exams are off).
- Must be able to work cohesively with a team as well as independently.
- Excellent organization, priority setting, communication (oral and written), interpersonal and time-management skills.
- Knowledge of fitness, wellness programs, sport and recreation, as well as experience in event management is an asset.
- Ability to work effectively and efficiently under pressure.

- Demonstrate positive leadership qualities.
- Experience with customer service and conflict resolution.
- A dynamic individual who is eager and enthusiastic and is able to motivate their peers to participate in our programs.
- Must be goal-oriented, detailed, and someone who takes initiative.
- Presents a professional appearance and attitude.
- Knowledge of computers and web-based programs is an asset.
- Presents a professional appearance and attitude.
- Intermediate First Aid and CPR C (certified within last 2 years);
- Workplace Violence & Harassment Prevention online module completion certificate (upon hire; provided through the employer);
- Working Safely online module completion certificate (upon hire; provided through the employer).

### **Important Dates**

All Recreation Facilitators are required to attend the following. These mandatory events are paid time:

- Fall Retreat - August 25, 2026 | 9am-5pm
- Promotions - August 24, 2026 to September 11, 2026 | must sign up for minimum 10 hours
- Winter Retreat - January 8, 2027 | 5pm-9pm
- Year End Wrap Up - March 29, 2027 | 5pm-9pm

### **Application Procedure**

1. [Click](#) to visit our Employment webpage for all job postings and application submission process
2. Select “**Apply Now**” to complete a google form application submission.

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.

