



Job Description

Athletics and Recreation Attendant (Term)

Reports To: Manager, Athletic Operations – Recreation.

Mission: *To create an environment that inspires a passion for student success.*

Desired Results of the Position:

- Students are highly engaged in participating in diverse and fun programming - "Something for Everyone."
- Provide leadership and supervision on-site creating memorable experiences for the purpose of friendship and renewal.
- A comprehensive summer camp program that offers variety, space utilization and coordination of activities.

Nature and Scope

The Athletics and Recreation Attendant reports to the Manager, Athletic Operations – Recreation and plays a pivotal role in overseeing the aspects of recreational programs within the organization. They are responsible for ensuring the smooth execution of programs, upholding safety standards, and fostering positive relationships with stakeholders. The Athletics and Recreation Attendant` leads by example, actively participating in daily activities to achieve program objectives related to participation, quality, and safety. Collaboration with full-time and part-time staff is essential to ensure a cohesive and engaging experience for all involved. Additionally, they foster positive relationships with Students' Association departments, officials, student groups, and the wider community to enhance program effectiveness and reach.

Job Duties

- Plan and execute diverse recreation programs, leagues, and events to maximize use of Athletics and SA spaces.
- Coordinate daily operations of recreational programs, camps, and external leagues ensuring smooth and efficient activities.
- Lead by example, actively participating in program activities like officiating games, score keeping and overseeing tournaments.
- Ensure participant and staff safety by enforcing departmental safety policies and procedures.
- Ensure that all recreational equipment is safe and in good repair, control inventory, report issues to the Manager, Athletics Operations - Facilities.
- Increase student participation through varied program offerings.
- Collaborate with Athletic Department Staff and promote Athletics Mission.

- Enforce policies positively throughout recreational programming.
- Administer program registration and enforce rules, encouraging participant communication and cooperation.
- Maintain safe and functional recreational equipment, reporting issues promptly.
- Assist in creating engaging promotional materials to inform students across platforms.
- Set up and take down equipment for daily activities.
- Research industry trends for innovative program development and revenue growth.
- Provide support at the ARC Welcome Desk and special events as needed.
- Maintain organization and cleanliness of storage rooms.
- Handle day-to-day laundry needs.
- Stay informed about industry trends and utilize current information technology.
- Perform other assigned duties.
- Athletic facility operations as needed

Core Competencies

- Adaptability and Flexibility
- Planning, Organizing with strong attention to detail
- Leadership
- Mediating and Negotiation

Desired Skills and Qualifications

- The ideal candidate would have a Diploma in recreation or another related field.
- Excellent communication skills, both written and verbal.
- Strong leadership skills and ability to lead by example.
- Excellent interpersonal skills with the aptitude to deal with conflict.
- Ability to demonstrate creative thinking and the ability to work in a dynamic team environment.
- Service-oriented and capable of dealing with various individuals, determining the most appropriate action when dealing with a wide range of customer service issues.
- Analytical, interpretative and problem-solving skills.
- Ability to collaborate effectively with a diverse team of staff and stakeholders.
- Initiative, with an ability to establish priorities, adhere to detail and complete tasks in a timely and accurate manner.
- Experience in officiating various sports
- This position will require the incumbent to be present during crucial activity periods.

Compensation:

- This position is a contract position of 30 hours a week for 52 weeks
- Starting 1 July 2024, ending 30 June 2025

- Nontraditional hours – includes evenings and possible weekends and must be present during peak programming times.
- Must be willing to work longer hour weeks in season and shorter weeks out of season.
- Salary: \$27.00 / hour
- 4% vacation pay per pay period