Invites applications for the following position(s):

COMPETITION NUMBER: 261
Administrative and Professional Staff (APSA)
Temporary Position
RECREATION COORDINATOR, GRADE 7
STUDENT SERVICES – ATHLETICS & RECREATION
POSITION NUMBER: 30607

POSITION OUTLINE:
The Recreation Coordinator, is primarily responsible for intramural and sport club recreation programs, which encourage all members of the campus community to participate in safe, well-organized, recreational and competitive physical activity. The Coordinator also assists the Manager, Youth Programs, during peak periods and absences, with the day-to-day operations of youth programs and summer camps.

As a member of the Recreation team and under the direction of the Director, Recreation, the Recreation Coordinator is responsible for developing, delivering, and evaluating recreation programs, services, and events that foster active and healthy living, campus community engagement, and student learning, development, and success.

The specific strategic direction will be assigned by the Director Recreation, and may include areas such as aquatics programs, instructional programs, outreach, intramurals, clubs, fitness centre and fitness programs, youth programs and summer camps, student engagement, events, Surrey and Vancouver campus programs, and student staff leadership programs. All areas will offer diverse recreation opportunities that foster active living, vibrant campus experiences, active and engaged communities, and student learning and success.

The Recreation Coordinator is a generalist with a focus on intramurals and sport clubs that collaboratively coordinates a breadth of programs and services in support of the strategic plan for Student and Community Life and Student Services.

QUALIFICATIONS:
- Undergraduate degree in recreation or a related field, with First Aid and CPR Certificates, and three years of related experience in the recreation field, including experience in the development, delivery and evaluation of diverse recreation programs and events, or an equivalent combination of education, training and experience.
- Good knowledge of influences on active living and physical activity behaviour especially as they relate to the university population.
- Good knowledge of student development and student engagement.
- Good knowledge of sport rules and referee techniques.
- Good knowledge of risk-management.
- Excellent organizational, inter-personal, and communication skills (both oral & written).
- Excellent problem-solving and conflict resolution skills.
- Good budget and financial management and administrative skills.
- Good supervisory and volunteer management skills.
- Ability to train, team build, and mentor staff.
- Ability to demonstrate initiative, creativity, and skills for the planning, development and implementation of recreation programs and events.
- Ability to work collaboratively with a team as well as other stakeholders.
- Proficient in the use of word processing, database, and spreadsheet software (e.g., Microsoft Excel, Word).
- Ability to use the internet as a research and communication tool.
- Ability to work flexible hours (i.e., occasional evenings and weekends).
- Ability to arrange suitable transportation to various work locations.
SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: October 3, 2019

A detailed resume and cover letter quoting Competition #261 must be received in our office by 4:30 pm on May 9, 2018, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings