



## BCGEU POSITION DESCRIPTION

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**POSITION TITLE:** Recreation Programs Assistant

**JOB NUMBER:** 850

**REPORTS TO:** Manager, Sport and Recreation

**INCUMBENT:**

**DEPARTMENT:** Sport and Recreation

**DATE CREATED:** January 2024

**JOB CLASS:** 10

**DATE REVISED:**

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### PRIMARY FUNCTION

Supervises sport, recreation and intramural programs and events that promote an active and healthy campus, in addition to providing supervision of facilities and administrative assistance in support of the Sport & Recreation department.

### JOB DUTIES AND TASKS

1. Supervises multi-sport and intramural programs, special events, tournaments and non-credit instructional and drop-in activities for students, employees and community members.
2. Plans for each sport within the assigned program and sets up all competition leagues and registration. Enforces health, safety and security regulations during programs and events in conjunction with related KPU service areas.
3. Handles membership sales and payments. Registers participants in intramural, drop-in and structured programs. Handles nightly financial transactions resulting from sales and refunds. Collects program, activity and event fees, ensures timely receipt of payment and records revenues for program activities.
4. Uses a recreation management software system to create and maintain membership profiles, sell services, book facilities, produce reports, update program information and monitor registration. Gathers, analyzes, and maintains statistical data in support of program assessment. Maintains student, employee, alumni and community participation records and statistics. Connects directly with IT and vendor help desks on systems issues. Responds to inquiries as necessary.
5. Administers risk management documentation to ensure compliance with the University's risk management policies and procedures (e.g., Release of Liability, informed consent forms and PAR-Q).
6. Supervises Sport & Recreation facilities to ensure that they are being used appropriately and by authorized individuals when the Manager and Coordinators are not available. Enforces rules and regulations to ensure the safety of patrons. Monitors facility equipment and advises the Manager of damages, theft or misuse. Opens and closes facilities as required.
7. Acts as a first responder during first aid incidents and calls for additional support as necessary. Contacts appropriate resources to respond to critical incidents and facility maintenance and escalates incidents to the Manager for further action. Follows established emergency procedures including acting as the area fire warden.



8. Provides support to front desk staff when on shift. Answers questions and provides direction during critical incidents such as first aid, theft and verbal and physical altercations. Escalates situations to the Manager as necessary.
9. Assists in hiring and training student assistants, volunteers, referees, coaches and other casual employees, occasionally covering shifts due to lack of coverage.
10. Promotes Sport & Recreation programs, activities and events through a combination of platforms such as e-mail and social media. Maintains and updates the Sport & Recreation website as necessary.
11. Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the Sport & Recreation department. Provides input regarding staffing and resource requirements, including hiring decisions.
12. Prepares and maintains financial documentation and records for the Sport & Recreation department including budget and costing information for sport and recreation programs, activities, events, services and equipment purchases.
13. Maintains department storage rooms and supply rooms in a neat and orderly manner. Updates equipment inventory, monitors changeroom lockers, supports the front desk with laundry service and takes items to lost and found as needed.
14. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
15. Performs other duties as required.

**SUPERVISION RECEIVED:**

This position reports to the Manager, Sport and Recreation

**SUPERVISION/DIRECTION EXERCISED:**

Supervises 4-6 Intramural Leaders. Supports the front desk staff (Student Assistants) when Coordinators and Manager are not around.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Responsible for departmental sport and intramural equipment and overseeing the general maintenance of KPU sport and recreation facilities.

**FINANCIAL RESOURCES:**

Collect fees, ensure timely receipt of payment and record revenues from the program activities.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- University diploma in Recreation or relevant discipline.
- A minimum of one year of recent related recreation programming experience.
- Standard First Aid & CPR.



- De-escalation Training is an asset.
- A minimum of one-year experience at a supervisory level preferred.
- Or an equivalent combination of education and experience.

#### **EMPLOYER REQUIRED EDUCATION & EXPERIENCE**

- Demonstrated understanding of diverse post-secondary student population to plan and implement appropriate programs and attract students to activities.
- Demonstrated experience with recreation or sport event programming, organizing and implementing activities, preferably with adults or young adults.
- Enthusiastic personality with the ability to motivate others.
- Administrative experience and proficiency with Microsoft Office Suite and recreation management software.
- Ability to exercise a high level of initiative and responsibility; work independently, establish own priorities and meet deadlines with minimal supervision.
- Ability to establish and maintain effective working relationships with, and provide customer service to, all internal and external partners.
- Excellent organizational skills.
- Demonstrated experience with mediation; ability to de-escalate hostile or upset clients.
- Proven ability to work as part of a team, and handle unusual or unexpected situations.
- Excellent oral and written communication, interpersonal and customer service and problem-solving skills.
- Must be able to lift a minimum of 50 lbs.
- Ability to travel between campuses is required.

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Knowledge Skills & Abilities revised:

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