



JOB POSTING

UFV Athletics and Campus Recreation

Position Title: Special Events Leader, *Work-Study position*

Department: UFV Athletics and Campus Recreation

Location: Abbotsford campus (with potential of some work at Chilliwack campus)

Duration: Ongoing; Part-time, on average 10 hours/week (including possible evenings and weekends)

Wage: \$12.65 (+ 6% vacation pay + 4% in lieu of statutory holidays)

Start Date: Winter semester, January 2019

Summary

Working within the Athletics and Campus Recreation department the Special Events Leader will have the opportunity to learn the event planning process and provide service within the university community as well as external rental groups. The student will be working hands-on in the logistics and execution of booked activities related to event and facility management. Developing a breadth of competencies including: project coordination, safety management, communication, attention to detail, adaptability and problem-solving. The student will be required to work alongside both the Varsity Events Coordinator and Facilities Operations Coordinator through-out the work-study period.

Job Description

The Special Events Leader plays a vital role in the coordination and execution of events. This individual will support both the Varsity Events Coordinator and Facilities Operations Coordinator with event and facility management throughout the entire event planning process. Liaising with requested internal and external facility renters; assistance in the coordination and execution during Cascade Varsity events; preparing and completing tasks associated to specific events; physical capability to promote responsible safe practices within the facility and its equipment; and assistance with other related event coordination.

Duties and Responsibilities

- Demonstrating a high-level of professionalism, strong communication skills and the ability to take initiative.
- Maintaining excellent communication with supervisors, staff and facility renters/users
- A basic understanding of computers may be required in preparing necessary related documents
- Organizational and prioritizing skills with an attention to detail is an asset
- Capability of performing, safe hands-on physical work - ability to lift items up to 30lbs.

Qualifications:

- Must be a UFV student and qualify for [Work-Study Program](#) (maintain a minimum G.P.A. of 2.0.; enrolled in a minimum of 9 U.F.V. credits; and hold only one Work-Study position per semester).
- An interest in recreation and athletic activity is recommended
- Previous knowledge and experience in project or event operations is considered an asset
- Ability to work at Abbotsford or Chilliwack campuses and evening and weekends, as required

How to apply

Submit one pdf document (cover letter and resume) via email to campusrec@ufv.ca; **Attn: Stacie Anaka**
Reference job title in the subject line: **Work-Study-Special Events Leader.**