

# JOB POSTING



## Recreation Coordinator

### Summary

Job title	Program Coordinator, Recreation
Classification	Temporary Project (up to 12 months)
Rate of pay	\$20.00 per hour (+16% in lieu of benefits)
Hours of work	15 hours per week
Reports to	General Manager

Under the direction and supervision of the General Manager, the Recreation Coordinator is responsible for planning and executing a program of intramural, recreational, and wellness events and activities to enrich the experience of members of the Capilano Students' Union (i.e., the students of Capilano University).

### Duties

In particular, the Recreation Coordinator shall perform the following duties:

#### Intramurals, Recreation, and Wellness

- Develop a program schedule of student-led, on-campus and off-campus intramural, recreational, and wellness activities and events for semesterly approval by the events and outreach committee.
- Coordinate logistical needs for intramural, recreational, and wellness events and activities, including space and calendar bookings, catering orders, and equipment bookings and purchases.
- Support the development and execution of communications and outreach activities to promote intramural, recreational, and wellness activities and events to the membership.
- Support student-led intramural, recreational, and athletic clubs and associations.
- Attend and supervise intramural and recreational events to ensure the safety of attendees.

#### Other Duties

- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as directed by the General Manager.

#### Qualifications

- Knowledgeable about campus life at Capilano University.
- Experience planning and facilitating group activities.
- Personable, professional, and well organized.
- Ability to effectively work independently, or as part of a team, as needed.
- Excellent written and verbal communications.

# JOB POSTING



## Interested?

Email us at [hire@csu.bc.ca](mailto:hire@csu.bc.ca) to apply to join the team!

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Recreation Coordinator" in the subject header. All applications are **due by July 28**. Applicants must be available for interviews during business hours on August 2 and 3.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, self-identified women, and students from visible minorities are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.