

UBC RECREATION JOB DESCRIPTION

Job Title: Program Assistant – Adventure and Varsity Camps

Work Term

- **May 1 – August 30, 2019**
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JOB DESCRIPTION

The Program Assistant position is based out of the UBC Camps Headquarters Office, and is responsible for all logistical aspects of Adventure and Varsity Camps, along with assisting in the day-to-day operations of UBC Camps and various other administrative responsibilities, including registration and communication with parents, campers, staff, and other members of the administrative team.

DESCRIPTION OF DUTIES

- Provide exceptional customer support to UBC Camp participants and parents
- Coordinate program logistics with various campus and community partners
- Communicate program logistics to camp instructors, parents, and other members of the administrative team
- Answer customer inquiries via phone, e-mail, and in person
- Process cash, debit and credit card transactions accurately
- Printing and emailing class lists for instructors and other administration
- Inventory tracking
- Registering participants for programs using CLASS software
- Updating CLASS database with camp information
- Performing minor website updates as required
- Attendance at all mandatory staff meetings
- Performing other duties as necessary

This role is integral to the operations and goals of the Department of Athletics and Recreation, including excellence in customer service and program management. The role will provide front line services to faculty, staff, community users, and camp participants and parents. Students working in this role are required to provide first-class customer service and professionalism while assisting patrons in person, over the phone, and via email. As a first contact to UBC Athletics and Recreation it is vitally important the student assists our patrons in a knowledgeable and professional manner. As our facility patrons are often first time visitors to the university campus, it is essential the successful candidate is welcoming, knowledgeable of campus way finding, and gives clear and concise directions.

SUPERVISION RECEIVED:

This position reports directly to the Coordinator, UBC Camps, with additional support from the Manager – UBC Camps. This position works under direct supervision both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the supervisor when any judgment or decision making outside these parameters is required. The role maintains regular contact with the supervisor through email, phone and in-person interactions.

Remuneration

\$1,305.00 semi-monthly salary.



QUALIFICATIONS:

Education and Experience

- Previous recreational programming experience
- Previous experience working in a camp environment

KNOWLEDGE, SKILLS AND ABILITY

- Enthusiastic, self starter, organized and responsible
- CLASS registration system knowledge an asset
- Proven ability to learn quickly
- Writing, editing, communication and project management skills
- Able to work in a team environment and independently
- Must be responsible with cash
- Strong working knowledge of MS Word, Outlook and Excel
- Ability to initiate and learn quickly
- Ability to exercise sound judgment when planning and solving problems
- Excellent time management and organizational skills
- Excellent written and oral communication skills
- Ability to provide current Criminal Record with Vulnerable Sector check
- Ability to speak Mandarin or Cantonese an asset
- Current Emergency First Aid and CPR/AED certification
- Valid Class 5 Driver's License an asset
- Valid Class 4 Driver's License an asset
- Ability to use personal cell phone for work purposes, including using data, an asset

ANTICIPATED LEARNING OUTCOMES

- Knowledge and experience managing a variety of program logistics
- Enhanced understanding of (youth) recreation programming
- Enhanced communication techniques
- Enhanced customer service skills

How to Apply:

Submit a cover letter, resume, and three references with contact information to Emily Jacobson, Coordinator – UBC Camps, Athletics and Recreation by submitting an **online application** at www.camps.ubc.ca/employment or in person at 3065 Wesbrook Mall (National Soccer Development Centre), Vancouver, BC, V6T 1Z3 by January 31, 2019 at 4:00pm. Due to a large number of applicants, only those applicants selected for interview will be contacted.

Late or incomplete applications will not be reviewed. Interviews will be conducted February 6 - 8, 2019.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.