

## **UBC RECREATION JOB DESCRIPTION**

**Job Title: Program Assistant – Customer Relations (1 Position)**

### **Work Term**

- **January 28, 2019 – August 30, 2019**
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### **JOB DESCRIPTION**

This individual will work directly with several of the UBC Camps management team on tasks of varying complexity in an organizational capacity as well as providing customer service and registration assistance to the general public. The primary focus for this position is on communication with parents, campers, staff, and other members of the administrative team to ensure all camps run as smoothly as possible.

### **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, specifically using MailChimp software systems to generate and send “pre-camp emails” to parents
- 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
- Minor maintenance and cleaning tasks as necessary
- Performing other duties as necessary, or assigned

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**

\$2,610.00 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 speak Mandarin or Cantonese an asset
- Ability to provide current Criminal Record with Vulnerable Sector Check
- Current Emergency First Aid and CPR-C/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

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

### How to Apply:

Submit a cover letter, resume, and three references with contact information to Emily Jacobson, Coordinator – UBC Camps, Athletics and Recreation by email at [ubc.camps@ubc.ca](mailto:ubc.camps@ubc.ca) or in person at 3065 Wesbrook Mall (National Soccer Development Centre), Vancouver, BC, V6T 1Z3 by Tuesday, December 18, 2018 at 12:00pm.

Late or incomplete applications will not be reviewed. Interviews will be conducted January 8 - 11, 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.