

STUDENT RECREATION WORKER

Athletics and Recreation Services

Location: Lac La Biche campus
Position type: Casual
Salary: \$15.50 per hour (+ 11.2% for vacation/holiday pay)

Job number: 23-SRW-88-PC
Posting date: April 12, 2024
Closing date: Until suitable candidates are found

ABOUT THE POSITION

Portage College's Athletics and Recreation Department is hiring Student Recreation Workers to work on a casual basis at its gym, cardio and weight room facilities. Student Recreation Workers are responsible for:

- Processing staff and student's gym memberships.
- Accepting and processing registrations for fitness classes, including collection of fees.
- Providing front counter assistance to recreation office.
- Assisting in promoting, organizing and leading student activities and other athletics-run special events.

QUALIFICATIONS AND EXPERIENCE

- Strong customer service skills are essential.
- Excellent verbal and written communication skills are required.
- Strong problem solving and decision-making skills.
- Ability to work independently.
- Proficient with computers, especially MS Office.
- Ability to work evening and/or weekend shifts.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

