

STUDENT CLUB SPORT & EVENTS MANAGER

For the 2023-2024 Academic Year

DUTIES & RESPONSIBILITIES:

Reporting to the Coordinator, Student and Youth Programming or designate, the successful applicant will be responsible for providing leadership in the administration, supervision, special event management and delivery of the Varsity Club Sport Programs. The successful applicant will also be responsible for performing a number of other program related administrative functions. The successful applicant will work in a team environment to provide recreational and customer service to members of the University community.

CLUB SPORT & EVENT MANAGER DUTIES:

- Be aware of recreational trends
- Understand the equipment required and best spaces to use
- Work with various clubs on implementation of Varsity Club Sport policies and procedures
- Work with various clubs on travel requirements
- Facilitate various special events offered through the Rec Sports Program
- Determine proper pricing strategies of Rec Sports special events
- Marketing of Clubs and Events
- Attend professional development opportunities when possible

QUALIFICATIONS:

- Must be a registered University of Regina student. Preference provided to those students registered in the Faculty of Kinesiology and Health Studies (Major: Recreation/Sport Admin.)
- Must be available to work some evenings and some daytime hours.
- Must be familiar in the operation of a number of software applications
- Must have strong leadership, organizational, communication, public relations, and customer service skills.
- CPR and First Aid required
- Participating in intramurals or Varsity Clubs is an asset
- Must be in good academic standing in their respective program.

SALARY: TBD

HOW TO APPLY: Submit cover letter and resume to:

Alison Fisher
Coordinator, Student and Youth Programming
Alison.Fisher@uregina.ca

CLOSING DATE: 11:59 p.m. on Monday, March 27, 2023

Employment and training will begin in late August