



## **KPU SPORT & RECREATION Student-Assistant/Ambassador**

### **Qualifications:**

1. KPU registered part-time or full-time student.
2. Customer service experience.
3. First Aid/CPR C certification preferred.
4. Understanding of fitness, recreational activities and sports.
5. Positive and professional attitude.
6. Works well as part of a team and independently.
7. Organized and reliable.

### **Duties & Responsibilities:**

1. Provide customer service to students, faculty and staff.
2. Assist with Sport & Recreation program registration, membership sales and daily tracking.
3. Knowledge of facilities including fitness programs, intramurals, and sport clubs.
4. Miscellaneous administrative duties including filing, record keeping and laundry services.
5. Set-up and take-down of equipment for fitness classes, intramurals, sport programs, etc.
6. Maintaining front service area, fitness centre and gymnasium.
7. Monitoring and controlling the inventory of fitness and sport equipment.
8. Supervising the fitness centre and gymnasium facilities ensuring KPU policies are being followed at all times.
9. May be required to work independently on occasion and show an exceptional level of initiative and responsibility.

### **Conditions of Employment:**

1. Arrive on time for scheduled shifts.
2. Proper uniform must be worn while on shift.
3. Attendance and participation at all staff meetings and training sessions.
4. Maintain a thorough and updated understanding of all Sport & Recreation programs, schedules, memberships and activities at KPU.
5. Commit to a minimum of 8 hours to a maximum of 15 hours per week including days, evenings and weekends.

Please email your resume and cover letter to:

[sportrec@kpu.ca](mailto:sportrec@kpu.ca) with the heading "Sport & Recreation Student-Assistant/Ambassador Position".

**Resume submissions will be accepted on an ongoing basis**