



THE UNIVERSITY OF  
WINNIPEG

## Program and Events Coordinator, Recreation Services

**Job Number:** A108.21

**Classification:** Office Assistant 6

**Date Posted:** October 1, 2021

**Employee Group:** AESES

**Funding:** Budget

**Hiring Range:** \$39,639.60 - \$44,699.20

**Position Category:** Full-time, Continuing

**Probation/Trial Period:** 910 working hours or six (6) months, whichever occurs first.

**Salary Range:** \$39,639.60 - \$52,598.00

**Start Date:** As soon as possible

**Status:** Existing

**Hours:** 35 hours per week

**Department:** Recreation Services

**Location:** Winnipeg, MB

**Job Type:** Continuing

**Close Date:** 10/15/2021

**Professional Areas:** Staff

### Description:

**Note:** The work described in this posting will be conducted in-person.

### Responsibilities:

- Ensures staff is in place at all Recreation Services events in the Duckworth Centre and the RecPlex to perform assigned tasks effectively and contribute to a positive public image for the University and the department.
- Hires, trains, schedules, supervises, and coordinates work assignments for all program and events staff for a wide variety of programs and events, and other related University activities in the athletic and recreational facilities
- Develops and maintains active employee files for Events Assistants and Senior Events Assistants.
- Participates in facility booking and event planning (and when required, event debriefing) for all events held in the athletic facilities. This may involve representing Recreation Services on broader University event planning committees or in individual or small group meetings with internal and/or external clients.
- Supervises all Recreation Services event setups and takedowns, and participates in the process as needed.
- Responsible for tracking and reporting event revenues and expenditures, prepares reports and participates in financial planning for future events.
- Responsible for scheduling and program registration of external programs in the Duckworth Centre and the RecPlex.

- Invoices and tracks payments for all external programs and events.
- Liaises with the Community Sport Program Coordinator, and various community organizations to ensure the success of external programs and events.
- Prepares and submits payroll forms and employment paperwork for program and events staff.
- Prepares and submits vacation and overtime records for the department.
- Responsible for management of the department's website and internal communications.
- Provides operational support to the Director, such as writing and updating departmental policies and procedures, manuals, and surveys.
- Assists the Director of Recreation Facilities and Services and the Business Development and Operations Manager with in-house program planning and development for specific groups.
- Schedules meetings for the Director and the Business Development and Operations Manager.
- Functions as the department's software expert, troubleshooting and providing advice and technical support to other employees with respect to department-specific software programs.
- Provides support for non-Wesmen summer camps.
- Provides administrative support to the department's Risk Management Committee.
- Monitors facilities to ensure the safety of all users. Takes appropriate action to eliminate risks or communicate risks to appropriate staff.

**Qualifications:**

- Undergraduate degree preferred
- Four years of directly related work experience, including at least one year of experience planning, facilitating and operating events
- At least one year of experience working with community organizations is preferred
- Experience supervising staff at events preferred
- Experience dealing with the public is required
- Some experience with accounting is preferred
- Working knowledge of MS Office software is required
- Strong communication skills, verbal and written, is required
- Familiarity with a University work environment is preferred
- Ability to plan, organize and coordinate work activities under minimal supervision
- Ability to exercise sound judgment and make independent decisions

**An equivalent combination of education, experience, skills, knowledge and abilities may be considered.**

**Condition(s) of Employment:**

- Must be legally entitled to work in Canada.
- Employment is conditional upon a clear Criminal Record Check and Child Abuse Registry check.
- Availability to work evenings and weekends as required for events.

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qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

If you require accommodation supports during the recruitment process, please contact Sheena Laurin, HR Assistant at [sh.laurin@uwinnipeg.ca](mailto:sh.laurin@uwinnipeg.ca) or 204-988-7648.

The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process. Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or 204.786.9066.