

**Facilities & Reservation Assistant
Athletics & Recreation**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Athletics and Recreation takes a holistic approach to enhancing the Dalhousie experience by creating and sharing ways to engage and connect students through physical activity and wellness, to contribute to student success. Reporting to the Director, Facilities & Business Services, the Facilities & Reservation Assistant will contribute to high quality customer service and safety for Athletics & Recreation clients.

Key Responsibilities:

- Monitor casual student Facility Services staff in the completion of assigned daily and special event tasks, and provide guidance and training as required.
- Assist with and oversee student staff in the setup, running and tear down of various events held in the athletic facilities. Provide technical and staff support during the events, assisting with client concerns.
- Carry out daily and weekly maintenance and safety audits on designated equipment. This includes completing repairs or closing equipment and referring for repair as appropriate.
- Provide in-person, phone and e-mail customer service to members, the general public and sporting groups; for example, reserve facilities, complete gym membership sales and locker rentals, and process payments in the department's recreation management software program(s).
- Conduct daily and weekly safety and maintenance checks for the various Athletics & Recreation facilities, such as Dalplex, Wickwire Field, and Studley and Sexton gyms. This includes checking pools for chemicals and pressure levels, and summer turf maintenance.

Note: This position has above average physical demands including extensive walking, moving, set up and inspection of equipment, and lifting up to 50 lbs. In addition, this position requires the handling of pool chemicals including diatomaceous earth, muriatic acid, and chlorine on a regular basis.

Qualifications: Completion of post-secondary diploma in Sport & Recreation Management or related field plus approximately one to three years of related experience (or an equivalent combination of training and experience) is required. Must have a valid NS driver's license. Fall Arrest Certification and completion of a Certified Pool Operator course would be considered assets. If the successful applicant has not completed Fall Arrest Certification and a Certified Pool Operator course, they will be required to obtain these certifications within six months of starting the position. Must demonstrate excellent client experience and communication (verbal and written) skills. Strong organizational and time management skills are required. Must demonstrate the ability to work both independently and within a team. Experience working in and promoting a culture of safety. Previous experience supervising students an asset.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by February 21, 2019 to competition N77-19014.

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity

Salary Range: \$21.09 - \$25.72 per hour (32.5 hours per week, \$35,641 - \$43,465 annually). (T-6)

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