

Posting #22-091CU

Booking and Events Coordinator Northern Sport Centre Regular, Full-time

Purpose

Reporting to the Manager of the Northern Sport Centre (NSC), the Booking and Events Coordinator is responsible for creating and maintaining the schedule for all rental bookings of the facility including programs, classes, leagues, user groups, camps and events.

Responsibilities

Duties of the position include:

- Maintain and coordinate all facility rentals for both ongoing regular users of the facility as well as “new” one time or limited use bookings and events;
- Maintain accurate schedules of facility use and ensure contracts, insurance, invoices, and payments are processed using facility software systems;
- Maintain facility building maintenance requests and scheduling;
- Assess and coordinate all arrangements, services, and event needs with all internal/external stakeholders to ensure world class execution;
- Troubleshoot during events to ensure all requirements are met, rectify problems or issues and respond to last minute requests;
- Identify, develop, and implement new revenue generating opportunities with support from the NSC Manager;
- Provide functional supervision to the Customer Service Representatives assigned to support bookings and events as needed;
- Provide operational coverage when Customer Service Representatives need support during events and booking transitions; and
- Other duties as assigned.

Qualifications

The successful candidate will possess an undergraduate degree in Recreation or Business (or in a related field), together with a minimum of three (3) years’ related work experience in a customer service environment, preferably in a multipurpose fitness, sport and recreation facility. An equivalent combination of education and experience will be considered.

Post-secondary education in Physical Education, Sport and Recreation, Human Kinetics, and/or certifications in sport coaching or fitness instruction and experience in sport and event set ups and transitions is highly desirable. Excellent oral and written communication, organization and planning skills are essential, as is the demonstrated ability to work effectively both independently and in a team environment.



Demonstrated excellence in public relations, customer service, and the ability to prioritize, multitask, and work under pressure to meet deadlines is required. Proficiency in the use of word processing, database, spreadsheet and scheduling software (i.e. MS Word, Excel, Access, Outlook) is important.

This successful candidate must be willing and able to provide a clear Criminal Records Check and must have or be willing to obtain a valid Level 1 First Aid and CPR C/AED certification as recognized by WorkSafe BC.

Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$64,749.57 - \$67,436.79, and the normal starting salary will be \$64,749.57.

Shifts could range between the hours of 5:30am – 11:30pm any day of the week, including weekends and holidays, and will be based on event needs.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work for this position will be 10:00am – 6:00pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.



For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition #22-091CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on May 24, 2022.

