

Recreation Services Student Leader

Primary Function

The primary function of the Recreation Services Student Leader is to focus on making sure our members or program participants have a positive experience.

Duties and Responsibilities

The Recreation Services Student Leader is responsible in assisting the Recreation Services Assistant execute the following tasks, but not limited to:

- Assists with department general email account during the evening and weekend to respond to members quickly.
- Helps trouble shoot customer issues and resolves any issues.
- Sends out push notifications if closures or last-minute cancellations occur e.g., cancelled evening/weekend programs or pool fouling, etc.
- Assists with member and program participant's on-boarding.
- Follow up and answers users' membership or program questions at the point of purchase.
- Provide new users more information on options to assists them with their experience (e.g., group fitness, PT, sauna, options, etc.)
- Connects new members with our Fitness Attendants to complete a "strong start" for all new members.
- Helps welcome program participants in the evening to their first class and provides direction to spaces, etc.
- Assists with data entry as needed.
- Provides facility tours to new members and promotes membership/program purchases.
- Assists with weekend or evening events representing RS (e.g., orientation, free week, etc.)
- Represent Recreation Services in a competent, courteous, and professional manner at all times

Qualifications

- Full-time student at the University of Manitoba in Fall 2022 and Winter 2023 academic session
- Able to balance school and work successfully
- General knowledge of Recreation Services' products.
- Excellent verbal and written communication skills
- Ability to work and meet deadlines independently
- Basic computer skills
- Ability to work during the evening from 5:00pm to 10:00pm Monday to Friday and during the weekends from 8:00am to 5:00pm is required.

How to Apply:

Please send a cover letter and resume to

Dannielle.Paguio@umanitoba.ca

Thank you to all that apply, however we will only be contacting those who qualify for interviews.