

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:

- Manages evening departmental emails to respond to member inquiries quickly.
- Follows up with online membership applications or any program participant leads.
- Welcomes evening program participants and guides them to their classes.
- Assists with program onboarding and equipment setup.
- Troubleshoots and resolves customer issues.
- Sends push notifications and puts up signs for closures or last-minute cancellations.
- Conducts facility tours and promotes membership/program purchases.
- Connects new members with Fitness Attendants for a strong start.
- Provides information to new users to enhance their experience (e.g., group fitness classes, strong start, locker/towel services).
- Represents Rec Services at evening and weekend tabling events (e.g., orientation, free week).
- Maintains a competent, courteous, and professional demeanor at all times.
- Assists with data entry as needed.
- Performs other assigned duties.

Qualifications

- Full-time student at the University of Manitoba in Fall and Winter 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

How to apply:

Please send a cover letter and resume to

rec_services@umanitoba.ca

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