



Student Association of George Brown College

Job Title:	Recreation Support Staff	Job Category:	Support Staff
Department/Group:	Recreation Department	Job Code/ Req#:	
Location:	Casa Loma, St. James, Waterfront Campus & other include Satellite Campus locations	Travel Required:	Yes
Level/Salary Range:	\$15/hr. (up to 20 hours per week) *Working hours are based on work load, employee work production & employee availability	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start-End Date:	August 2019 – April 2020
Will Train Applicant(s):	Yes	Posting Expires:	June 13, 2019 4:59PM

How to Apply:

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Rec Support Staff Application

** please attach your Cover Letter and Resume in a PDF version

Job Overview:

The primary purpose of this position is to promote, support and run events planned by the Recreation Department.

Please note that engaging with students on campus is an extremely large component with this job. Having the ability to approach students & connect with them is an asset we look for in a potential applicant.

GENERAL RESPONSIBILITIES:

- Marketing and promotions for recreational programming which consist of the following;
- Engaging with students through face to face promotion
- Putting up posters on all Student Association bulletin boards
- Distribution of flyers for upcoming events
- Brainstorming & developing creative ways to engage students on campus
- Handle all aspects of set up and tear down of events, including clean up at the end of the event
- Participate in event activities when requested
- Support other Student Association services when requested
- Other duties as assigned

REQUIRED - The candidate should possess:

- The ability to multitask
- An outgoing personality
- Excellent communication skills
- The ability to work in a team
- The ability to solve problems
- Availability to work nights
- The ability to take initiative and work independently



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Recreation Support Staff Video Submission

Thank you for your interest in interviewing for the Recreation Support Staff position. Along with submitting your resume & cover letter, a video submission is also required.

Task:

Act as if you are a Recreation Support Staff member of the Student Association and record a video of you promoting the Skyzone Dodgeball Tournament to students.

Note: you can make up the actual information for the tournament (i.e. ticket cost, timing of event & etc...)

Video length: 2mins

How to Submit Video

- Send to humanresources@sagbc.ca
 - Subject Line: Video Submission - (your first & last name)

Or

- Submit using www.wetransfer.com
 - Send email to humanresources@sagbc.ca

What We Are Looking For

- Outgoing personality
 - An integral part of the job is being able to go around the campus and promote upcoming events to other George Brown students. Being able to promote events in a way that will get students excited is essential.
- Team player
 - Being a member of the Recreation Support Staff means you will be working as a team throughout the year to execute events. The ability to work within a team is vital for us to have a successful event year.
- Time Management
 - If selected to join the Recreation Support Staff you must be able to stay on top of your studies along with other commitments you may have at home. We are looking for people that have the ability to keep themselves organized while also exhibiting the passion and enthusiasm of being active and getting others active with school events.

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.