

## **Recreation and Wellness Coordinator**

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition.

Quest University Canada is seeking a Recreation and Wellness Coordinator to join the Student Life team. Working out of Quest's Recreation Complex, this individual will coordinate the growth and development of fitness, health, and wellness programs for a variety of skill levels and abilities. This individual will have experience with and skill in facilitating inclusive recreational and wellness programs. The Coordinator is able to take a hands-on approach to program implementation and is also able to oversee contract and student staff.

### **Summary of Responsibilities:**

- Developing, scheduling, and implementing health, wellness and recreational programming, including:
  - Intramurals
  - Fitness classes
  - Dance classes
  - Yoga classes
  - Healthy living workshops
  - Skill development and educational wellness workshops
  - Etc.
- Ensuring safety protocols are established and followed for recreational programming and the Recreation Complex in general
- Updating online platforms with program schedule
- Scheduling and overseeing student employees
- Conducting equipment inventory and establishing equipment loan programs
- Liaising with Facilities Maintenance, Custodial Services, and Providers, as needed
- Serving as Recreation Complex attendant during drop-in hours, as needed
- Liaising with the student government's Minister of Recreation
- Participating in Student Life initiatives and campus-wide Committees and Working Groups, as appropriate

### **Skills, Experience, and Qualifications:**

- Able to work independently and take initiative
- Highly organized and manages time effectively
- Able to collaborate with others to achieve common goals
- Experience facilitating recreational and wellness programming
- Possesses current First Aid and CPR 'C' certifications
- Undergraduate degree in relevant field preferred
- Class 4 driver's licence and clean driving abstract an asset
- Experience working in community or campus recreation an asset
- Experience overseeing and mentoring junior staff an asset
- BCRPA Group Fitness and Weight Training registrations, National Coaching Certification Program (NCCP) certification, and/or other relevant certifications

**Position Type:** 9-month term contract with desired start date of August 26<sup>th</sup>, 2019. Possibility for seasonal renewal.

**Schedule:** 40 hours per week, generally week-day hours worked between 6am and 8pm depending on program schedule, with some occasional weekend work.

**Compensation:** \$30,000 + competitive benefits package for the duration of the contract.

**Apply:** Email a cover letter and your resume in pdf format to [human.resources@questu.ca](mailto:human.resources@questu.ca).

**Closing date:** Until the position is filled.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. ***While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***