

Sport Camp Office Assistant Job Summary



Job Position: TRU Sports Camp Office Assistant
Position Reports to: Nathan Bennett (Camp Coordinator)
Employment Duration: May-September
Hours: Fluctuate from 8:00am-5:00pm (Monday-Friday)
Application Deadline: Wednesday, March 15, 2017

Ideal Candidates:

If you have a background in office administration, understanding of sporting communities and strong desire to be a positive example and role model to children aged 5 to 18 and you work well with minimum supervision, we would encourage your application. Characteristics we value in a TRU Sports Camp Office Assistant are responsibility, dependability and adaptability. Our ideal candidate will possess strong organization and timeline skills, an energetic personality, an ability to handle large quantities of registrations and of course a passion for sports. Experience with children and knowledge of sport are essential assets.

Job Purpose:

The primary role of this position will be to provide timely and organized office duties to aid in the success of the TRU Sport Camps. You will work directly with the Camp Coordinator to handle camp registrations, employee scheduling and camp activity assistance. The goal of all camp employees will be to create a fun and safe atmosphere for the children/youth and provide parents with a sense of confidence that their children are safe, active and happy while building upon endless active life opportunities through TRU Sport Camps.

Required Experience:

- Enrolled in University
- Experience with administration duties
- Previous Sports Experience (Coaching or athlete participation)

Key Responsibilities:

- Tracking and scheduling camp registrations
- Represent yourself and this institution in the best way possible without comprising the integrity of TRU Athletics and Recreation
- Assist with instructors when needed
- Resolve situations, to the best of your ability, that may occur during participation
- Be creative and have fun!

Working Conditions:

- Sitting and working in an office environment for prolonged periods of time
- Working with disruptive, hurt or sick children

If you feel you will be an ideal candidate, please forward your resume and cover letter to nbennett@tru.ca prior to Wednesday March 15, 2017 at 4:00pm.