

Posting #24-125CU

Programming Coordinator Northern Sport Centre Term, Full-time (July 2024 – April 2025)

Purpose

Reporting to the Manager, Northern Sport Centre (NSC), the Programming Coordinator is responsible for the successful development and coordination of a wide variety of revenue and non-revenue generating programs at the Northern Sport Centre (NSC).

Responsibilities

Duties include but are not limited to:

- Coordinating programs including developing and implementing schedules, overseeing program activities, and assisting in development, review and evaluation of current and new offerings;
- Developing a full understanding of the services and potential for revenue generating opportunities including researching and identifying relevant request for proposals (RFPs), as well as program and funding opportunities for the Northern Sport Centre;
- Seeking out opportunities to expand the sale of services to new and existing Northern Sport Centre clients (this may involve developing and producing correspondence and content for presentations, and attending conferences or trade shows);
- Negotiating and finalizing contract details, prepares and monitors program budgets, and provides financial summaries to the NSC Manager;
- Responding to enquiries from a range of contacts including following up on client concerns; and
- Overseeing all facility spaces to ensure cleanliness, that all fitness and sports equipment meets the needs of the general public, and coordinating with the NSC equipment contractor to ensure these needs are met.

Qualifications

The successful candidate will possess an undergraduate degree in a related field, together with a minimum of three years of directly related experience in sport, fitness, and recreation program development, delivery, and training in a recreation environment. An equivalent combination of education and experience will be considered.

A high level of independence and initiative and the ability to provide resource projections, cost analysis reports, and program planning, is crucial to this position. Strong project management skills, a demonstrated ability to lead and coordinate the work of others, and the ability to thrive under pressure and meet multiple deadlines is essential.

The successful candidate must have excellent interpersonal, organizational and communication skills in their previous experience as well as the ability to interact in a highly professional/confidential manner. The ability to work in a fast paced environment where there are continuous changes and shifting priorities is critical. The successful candidate must be willing and able to provide a clear Criminal Records Check. The position requires a valid Class 5 BC Driver's License.



Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$71,871.80 to \$74,820.20 and the normal starting salary will be \$71,871.80, pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-125CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on July 3, 2024.

