

*Posting #24-180CU*

## **Booking and Events Coordinator Northern Sport Centre Term, Full-time (November 2024 – November 2025)**

### **Purpose**

Reporting to the Manager of the Northern Sport Centre (NSC), the Booking and Events Coordinator is responsible for creating and maintaining the schedule for all rental bookings of the facility including programs, classes, leagues, user groups, camps, and events.

### **Responsibilities**

Duties include but are not limited to:

- Maintaining and coordinating all facility rentals for both ongoing regular users of the facility as well as “new” one-time, or limited use, bookings and events;
- Maintaining accurate schedules of facility use and ensuring contracts, insurance, invoices, and payments are processed using facility software systems;
- Maintaining and scheduling facility building maintenance requests;
- Assessing and coordinating all arrangements, services, and event needs with all internal/external stakeholders;
- Troubleshooting during events to ensure all requirements are met, rectifying problems or issues, and responding to last minute requests;
- Identifying, developing, and implementing new revenue generating opportunities with support from the NSC Manager;
- Providing functional supervision to the Customer Service Representatives while assigned to specific projects; and
- Providing operational coverage when Customer Service Representatives need support during events and booking transitions.

### **Qualifications**

The successful candidate will possess the following:

- An undergraduate degree in recreation or business (or in a related field), together with a minimum of three (3) years’ related work experience in a customer service environment, preferably in a multipurpose fitness, sport, and recreation facility.

An equivalent combination of education and experience will be considered.

Post-secondary education in Physical Education, Sport and Recreation, Human Kinetics, and/or certifications in sport coaching or fitness instruction, and experience in sport and event set ups and transitions is highly desirable. Excellent oral and written communication and organization and planning skills



are essential, as is the demonstrated ability to work effectively both independently and in a team environment.

Demonstrated excellence in public relations, customer service, and the ability to prioritize, multitask, and work under pressure to meet deadlines is required. Proficiency in the use of word processing, database, spreadsheet, and scheduling software (i.e. MS Word, Excel, Access, Outlook) is important.

The successful candidate must be willing and able to provide a clear Criminal Record Check and must have, or be willing to obtain, a valid Level 1 First Aid and CPR C/AED certification as recognized by WorkSafe BC.

## Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40, 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 12:00pm to 8:00pm, 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 [employeewellbeing@unbc.ca](mailto:employeewellbeing@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 #24-180CU 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](mailto: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 October 10, 2024.**

