



## Job Posting

### *UFV Athletics and Campus Recreation*

**Position Title:** Game Day Operations Assistant

**Department:** UFV Athletics

**Locations:** Abbotsford (Athletics Centre)

**Position Type:** Casual Part-time (evenings and weekends)

**Start Date:** August 2022-March 2023

**Wage:** \$15.65 /hour + 10% in lieu of vacation and statutory holidays

#### **Job Description**

Working within the Athletics and Campus Recreation Department, the “Game Day Operations Assistant” will have the opportunity to learn the planning and execution of game day operations for all UFV varsity games and events. The student will be working hands-on in the logistics and coordination of all casual employees that look after the scorer’s table, referees, broadcasting, audio, and concessions. Our goal is for the student to develop a breadth of competencies including: project coordination, sport management experience, communication skills, an attention to detail, adaptability, leadership and a sense of resourcefulness. The student will be required to work alongside both the Varsity Events Coordinator and Facilities Operations Coordinator through-out the work-study period.

The Game Day Operations Assistant is pivotal in the production of all game day events, coordinated by the UFV Athletics and Campus Recreational Department. This individual will support both the Varsity Events Coordinator and Facilities Operations Coordinator with the setup and tear down of each event, as well as the on-hands supervision of all casual employees that are a part of the Cascades game day crew.

This role provides fantastic resume buildings for individuals who are interested in working in sport, events, athletics, or any industry that requires multi-tasking and fast paced environments. This role also provides the opportunity for the individual to run game days when the coordinator is unavailable/sick giving them unmeasurable experience for their future endeavors.

#### **Responsibilities Include**

- Liaising with visiting teams
- Assistance in the coordination and execution during Cascade Varsity events
- Coordinating referees upon arrival
- Supervision of game day production
- Assistance with other related event coordination.

#### **Qualifications**

- Successful candidate will be a UFV student and demonstrate a high-level of professionalism, strong communication skills, assertiveness and the ability to take initiative.
- Some experience in a game day atmosphere at any sport level
- Attention to detail and a willingness to learn
- Previous knowledge and experience in project or event operations is considered an asset
- Basic understanding of computers considered an asset; as well as software like statcrew and prestosports
- Capability of performing, safe hands-on physical work – ability to lift items up to 30lbs
- An interest in university sports and sport management is highly recommended

#### **How to apply**

Submit one PDF document (cover letter and resume) via email to Breanne Whyte – [Breanne.Whyte@ufv.ca](mailto:Breanne.Whyte@ufv.ca). Reference job title in the subject line.