



Inspire healthy, active lifestyles through fun, student-led experiences.

-Welcoming and inclusive place to play

-Accessible and engaging activities

-Clean and safe environment

-Friendly, helpful customer service

Facility Usage Assistant

Length of Employment: July 3, 2018 - Dec 31, 2018

Salary: \$1265 / month

Expectations:

- Responsible for replying to all emails within the recfacilities@mtroyal.ca account in a timely and professional manner (within two business days)
- Communicate with internal stakeholders as it relates to booking requests
- Follow G and P for Facility Usage as it relates to booking space
- Responsible for other duties as assigned, in coordination with the Facility Usage Coordinator

Administrative:

- Maintain accurate records of permits assigned
- Ensure proof of insurance coverage is provided when required
- Complete monthly A/R tasks

Hours of Work:

- The amount of hours per week will vary based on volume of requests, estimated number of hours is 20
- Reading break (Oct 7 through Oct 13, 2018) and Christmas Break (Dec 16 through Dec 31, 2018) will not be scheduled as work time.

_____	_____	_____
Facility Usage Assistant Name (printed)	Signature	Date

_____	_____	_____
Facilities Manager Name (printed)	Signature	Date