



## Varsity Events Staff

### Part-time Student Position

### Trent Athletics & Recreation Department

**Supervisor:** High Performance Varsity Sports Coordinator, Varsity Event Coordinator  
**Hours of Work:** Events and schedule operate according to the Varsity Home Schedule  
Primarily Evening and Weekends  
**Start Date:** August 2024 – April 2025  
**Rate of Pay:** \$16.55/hour

**Trent Work Study Eligibility:** Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP) will be given priority consideration for this position, however all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>.**

#### **ABOUT TRENT ATHLETICS & RECREATION:**

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sport and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

When it comes to fitness and recreation the Athletics Centre, Home of the Excalibur, offers something no other community or university centre can – state-of-the-art indoor and outdoor facilities combined with access to the Otonabee River, diverse nature areas and kilometres of winding trails right at our doorstep. In partnership with the City of Peterborough a new baseball diamond and rectangular sports field has been built on the East Bank of Trent’s campus and Trent University has recently been selected as the site of the new twin park arena.

#### **ABOUT THE POSITION:**

The Athletics Department is a vibrant and energetic place. The Excalibur proudly represent Trent University in inter-university competition in USports, Ontario University Athletics (OUA) and Canadian University Field Lacrosse Association (CUFLA) events. We are looking for energetic and organized individuals to join our varsity events team, who are passionate about delivering an exceptional event day experience. Our Varsity Events staff are the “face” of the department, providing service to and interacting with Trent students, community members, visiting university athletic teams and the general public.



**Primary Responsibilities:**

- Work in conjunction with other staff including Varsity Events Team and Coordinator, to produce
- an enjoyable sport experience for participants, competitors, spectators and community.
- Arrive as scheduled to assist with game day facility and event set up and tear down.
- Generating awareness of all games to Trent students, including assisting in in-game initiatives.
- Duties may include: equipment and facility set up, tracking statistics, event access control and
- front line reception, field and crowd management, camera operation, and general game support.

**General Responsibilities:**

- Ensure that each customer receives outstanding service by providing a friendly environment,
- which includes proactively greeting, acknowledging and re-approaching every customer
- Stay informed on the most current Excalibur varsity sport news
- Ensure customer concerns are resolved timely, accurately and professionally
- Recognize and monitor safety and security issues
- Greet clients warmly as they enter the Athletics Centre and Justin Chiu Stadium
- Develop and maintain rapport with clients
- Review daily on-shift/game day task check list and attend to those items
- Comply with policy and regulations (including dress code)
- Other tasks as assigned

**Qualifications:**

- Must be a Trent student. Priority consideration will be given to students receiving OSAP and who
- are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
- Ability to work 10 hours per week (when events are live), predominantly evenings and weekends
- Excellent customer service experience; outgoing and personable with the ability to communicate
- with associates and guests
- Ability to follow instructions and cooperate with others in a fast paced environment
- Ability to problem-solve
- Self-motivated, punctual and responsible
- Willingness to work as part of a team, providing additional shift coverage as needed

**To Apply:**

All applications must include a cover letter and resume that can be e-mailed to [varsity@trentu.ca](mailto:varsity@trentu.ca) (Microsoft Word or Adobe PDF). Please note your full name and the position title in the subject line of your e-mail (i.e. First and Last Name – Position Title).

**Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication please contact [varsity@trentu.ca](mailto:varsity@trentu.ca) .**

*While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.*