

The University of Winnipeg Class Specification

Classification: Events Assistant 1

Revision Date: May, 2019

Unit: AESES

Hay Point Range: 66 - 90

CHARACTER OF THIS CLASSIFICATION LEVEL

In positions at this level, incumbents coordinate equipment and materials, and serve the public at recreational, athletic or social events. Initially, incumbents work under close supervision, however, once trained, they work under general supervision. Positions require day, evening and/or weekend shifts.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES WHICH ARE INTENDED TO ILLUSTRATE THE CHARACTERISTICS OF THIS CLASSIFICATION LEVEL AND SHOULD NOT BE INTERPRETED AS A DESCRIPTION OF ANY ONE INDIVIDUAL POSITION WITHIN THIS CLASSIFICATION LEVEL

1. Assists and/or directs the public and acts as usher
2. Enforces safety regulations and controls access to facilities
3. Issues and/or accepts entrance admission, sells tickets, accepts cash, reconciles cash and ticket sales and completes appropriate records
4. Announces events, plays music, ensures audio and visual equipment is operating properly and returns equipment to equipment desk
5. May act as scorekeeper for events, obtain signatures of officials and complete score sheets and/or events summaries
6. May operate timekeeping equipment following established rules and procedures, disconnect and return equipment to equipment desk
7. Sells food and beverage items, accepts cash, makes change, reconciles cash and completes reports
8. Sets up, positions and disassembles equipment and/or fixtures (i.e.: bleachers)
9. Assists coordinators of recreation and athletic events as required
10. Performs other related duties as required or assigned

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) performance are:

Level of Formal Education

- High school completion or equivalent

Experience

- No previous work experience is necessary as on the job training is provided
- Familiarity with recreational and sports activities would be an asset
- or
- An acceptable equivalent combination of education and experience

Condition of Employment

- Successful clearance of the Child Abuse Registry and Criminal Record Check

Skills and Abilities

- Basic math skills and some knowledge of scorekeeping
- Ability to follow oral and written instructions
- Ability to communicate effectively with staff, students and the public
- Ability to handle and reconcile cash
- Ability to make quick and accurate recording in the process of scorekeeping
- Ability to work day, evening and/or weekend shifts

Physical Requirements

- Capable of performing the duties as assigned which may include lifting up to 50 pounds.