



Kwantlen Student Association
JOB DESCRIPTION

Position: #

A. IDENTIFICATION

Position Title:	Active KSA Specialist
Department:	Active KSA
Status:	Permanent, Part-time
Salary Range:	\$19.91 per hour
Hours:	20-25 per week
Location:	Richmond Campus, Varies BCGEU 704, Specialist

B. POSITION SUMMARY

The Active KSA Specialist is responsible for assisting in the planning and execution of all Kwantlen Student Association (KSA) indoor and outdoor recreation, fitness, and health and wellness programming. Duties include, but are not limited to, maintaining program websites, planning and executing program events and activities, and promoting services and healthy wellbeing to the Kwantlen community. This position must always, during their duties, uphold the KSA Constitution, Bylaws, Regulations, Procedures, Collective Agreement and Strategic Plan.

C. DUTIES AND RESPONSIBILITIES

- Assist with the planning and execution of intramurals and seasonal outdoor program activities
 - Assist in the creation of marketing and promotions materials and active recruitment of participants
 - Support campaigns and initiatives to promote health, fitness, nutrition, and well-being
 - Help maintain ActiveKSA website and social media tools
 - Promote events and activities on all campuses through class presentations, posters and other direct and indirect communications
 - Lead and supervise ActiveKSA events and activities, as required
 - Maintain internal and confidential records – including personal student information
- Other duties as assigned

D. OCCUPATIONAL REQUIREMENTS

- Must possess a High School diploma or equivalent
- Must be a currently registered KPU student or recent graduate
- Recreation, sport, and/or physical wellness experience required
- Must be comfortable leading physically demanding activities – including in poor weather
- Must be comfortable lifting up to 35 lbs. (15kg)
- Ability to work effectively independently, or as part of a team, as might be required
- Experience working with people from a variety of diverse backgrounds
- Knowledgeable and familiar with student life at Kwantlen Polytechnic University
- Familiarity with sporting and general outdoor activities
- Personable, empathetic, professional, and well-organized
- Excellent written and verbal communication skills, second language is an asset
- Have a desire to learn and a passion to make a difference in the world