



UNIVERSITY OF  
CALGARY

# WORK WITH US

## ACTIVE LIVING

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca/activeliving](http://ucalgary.ca/activeliving)

### Client Services Positions

<https://active-living.ucalgary.ca>

Would you like a job that is engaging, customer service-oriented, and promotes healthy active living for all? Come join the University of Calgary Client Services Desk where employees work as a team to provide high-quality customer service to both members and non-members alike. These positions are ideal for students and those looking for part-time commitment. Hours of work will be proximate to operating hours.

**Salary Range:** General I of the AUPE Collective Agreement

**Shifts:** Opportunities range from 12-22 hours a week

#### Responsibilities include:

- Providing exceptional customer service
- Being the first point of contact for clients at each of our desks
- Handling program registration and memberships
- Processing wristbands, rentals and towels
- Working between both the Outdoor Centre and Client Services

#### Qualifications:

- Minimum age: 18 years
- Must have full weekend availability
- Experience in a customer service related field
- First Aid / CPR certification is an asset

#### Skills:

- Strong communication skills
- Enthusiastic to engage with our clientele
- Basic computer skills
- Experience with maintenance & repair of outdoor gear is an asset
- Telephone, reception and cash handling experience is an asset

#### To apply:

Please submit your resume and cover letter to [activejobs@ucalgary.ca](mailto:activejobs@ucalgary.ca). Qualified applicants will receive an application form.