

## **Job Posting: Facility Assistant – Maintenance & Event Support**

**Position:** Facility Assistant – Maintenance & Event Support

**Location:** Calgary Rugby Union – 9025 Shepard Rd SE

**Hours:** 30–35 hours per week, Tuesday- Saturday (days may vary and some evenings required based on event schedule)

**Term:** April 28, 2025 – October 31, 2025

**Compensation:** \$20.00 – \$25.00 per hour, depending on experience

Applicant must be the age of 30 or under as per the Canada Summer Jobs Grant

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### **About the Facility**

The Calgary Rugby Union is a multi-sport and events venue located on 38 acres in southeast Calgary. Our facility includes five full-size fields, a 4,000 sq. ft. clubhouse, a fieldhouse, and ample parking. We host rugby, other sports, and a wide variety of private and corporate events throughout the year.

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### **Position Overview**

We are seeking a motivated, hands-on Facility Assistant to support the Facility Superintendent and work in close coordination with the Executive Director. This role blends groundskeeping and light maintenance duties with event setup and operational support for both rugby programming and private events.

This is an ideal position for someone who is mechanically inclined, takes pride in maintaining outdoor spaces, and enjoys the dynamic nature of event and sport operations.

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### **Field Maintenance & Groundskeeping**

- Operate and safely store turf equipment (e.g., mowers, trimmers)
- Ensure secure handling and storage of all maintenance tools and supplies
- Maintain overall cleanliness and organization of the fields and surrounding areas
- Assist with setup and takedown of fields for practices, rentals, and special events
- Support ongoing efforts to maintain field quality and playability

### **Facility Support**

- Perform general facility maintenance and light repairs
- Assist with event setup and takedown, including tents, tables, signage, and décor

- Work closely with the Facility Superintendent and Executive Director on operational planning and logistics
  - Ensure all fields are fully prepared prior to events and properly cleared and restored afterward
  - Execute efficient setup and cleanup procedures for special events and rentals
  - Support the implementation of the Emergency Action Plan, ensuring participant and guest safety
  - Manage opening and closing procedures, including unlocking/locking, facility inspections, and preparation for daily use
  - Monitor inventory levels and replenish supplies for the bar, kitchen, and other facility needs
  - Serve as an on-site point of contact for visiting teams, officials, and spectators, offering assistance and information as needed
  - Assist with the setup and operation of audio-visual equipment for events
  - Report and/or assist with minor repairs, such as signage fixes or securing loose equipment
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### **Working Conditions**

- Outdoor work in all weather conditions
  - Some physically demanding tasks (lifting, moving equipment, etc.)
  - Safety protocols and PPE must be followed
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### **Qualifications**

- Must be 18 years or older
  - Valid Class 5 driver's license and reliable transportation
  - Mechanically inclined with basic repair/maintenance skills
  - Ability to work independently and as part of a team
  - Strong communication and time management skills
  - Must be physically fit and enjoy working outdoors
  - Comfortable working in a fast-paced, event-driven environment
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**To Apply:**

Send your resume and a brief cover letter outlining your relevant experience to **kim@calgaryrugby.com**. Applications will be accepted until the position is filled.