

POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Athletics Coordinator/Frost Fieldhouse

Position Number: n/a

Pay Band: 11

Reports To: Manager Student Experience and Athletics

Appointment Type: Other-details at right.
on athletics and recreation programming

“Other” November – April Hours Details: Varies based

Scheduled Weekly (maximum 24 hours per week): Up to 24 hours per week

PDF Completed By (Manager Name): Greg Jefford

Effective Date: November, 2021

Last Revision: November 2021

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

The Athletics Coordinator/Frost Fieldhouse is responsible for planning and implementing athletics and recreation programming with a priority placed on Extramural, Intramural and Recreation programs at the Frost campus and fieldhouse.

Assists with Field House maintenance including equipment, implementation of related policies and procedures and Health & Safety, completes required reporting and tracking and assists with the resolution of facility issues working collaboratively with the physical resources department and other campus partners as necessary.

Works closely with the Student Association, Residence and other college partners to ensure a collaborative and comprehensive approach to enhancing the students experience outside the classroom for students through athletics and recreation programming.

The incumbent coordinates the recruitment of, trains, and provides day today guidance for student workers and volunteers and recreation participants to triage problems, assist in making referrals and provide informal resolution for student workers and recreation participants as required.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Frost Campus and Fieldhouse Athletics and Recreation programming <ul style="list-style-type: none">- Plan, promote, implement & evaluate Athletics & Recreation programming at the Frost Campus and Fieldhouse- Develop plans and promotions to encourage student participation- Coordinates the recruiting, training, scheduling, and day to day functional guidance of officials, conveners and student support staff and volunteers in the delivery of Intramural, extramural, Recreation services/programming and Special Events.- Co-ordinates all Frost Campus Athletics and Recreation programs	40%

	<p>that may include Intramurals, Extramurals, Special Events, and other identified student recreation activities.</p> <ul style="list-style-type: none"> - Coordinates the Intramural and/or Extramural Men's & Women's Hockey program. Trains and coordinates coaching staff, providing day to day functional guidance. Sets up home & away schedules as required, - Assists the FT Athletics Coordinator with the Canadian Intercollegiate Lumberjack Association (Loggersports) representing Fleming College. Supports and assists those associated with Logger Sports team. Assists with the safety aspects of the program. - Assists with the coordination for competitions both home & away including demonstrations for the Fleming Logger Sports team. Provides coaching packages and support for successful participation. - Assist the FT Athletics Coordinator in the successful support of Varsity athletes with a focus of athletes based out of Frost campus - Assist in the hosting of OCAA/CCAA/CILA events held at Fleming College - Purchase equipment & program supplies and ensure it is maintained and in good working order. - Compile Athletic & Recreation participation stats and conduct program and service evaluations, ensuring accurate records are maintained to ensure valid participation of Fleming students 	
2	<p>Frost Fieldhouse Facility:</p> <ul style="list-style-type: none"> - Working collaboratively with the physical resources department to inform and resolve facility issues - Review & maintain appropriate policies and procedures regarding Field House use including opening/closing procedures - Provides coverage for front desk reception as needed, including identified times for programming registration - Facilitate payment processes as required for student or external programming - Train student staff as needed - Responsible for assisting with the Risk Management of the Facility and programs. Conducts safety inspections of equipment and facility. - Main contact responding to inquiries for internal rentals, coordinating booking schedule - Main contact for external rental inquiries. Assess space and schedule to inform capacity for external rentals after student programming and schedule has been developed 	30%

3	Promotion of Frost Athletics and Recreation Programming: <ul style="list-style-type: none"> • Prepares promotions of athletics and recreation programming at the Frost campus ensuring consistency and continuity with college brand standards • Works closely with the Student Association, Residence and other college partners to ensure a collaborative approach to planning promoting and enhancing the students experience outside the classroom for students through athletics and recreation programming. 	25%
4	Other Duties as Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

3 year College diploma

Field(s) of Study:

Three-year diploma in sports management or a post-diploma certificate in sports management plus a 2 year diploma in a related field such as sports administration, physical fitness management, fitness and health promotion or similar.

Other Vocational Certifications and/or Apprenticeships:

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than one year up to three years.

Additional Skills & Abilities:

- Experience planning and implementing events including organizing sporting events
- Excellent verbal and written communication skills
- Strong interpersonal skills, creative thinking and ability to thrive in a multi-tasking team environment and collaborating with multiple internal and external partners
- Strong organizational skills, adherence to detail and task completion in a timely and accurate manner working independently and organizing own work
- Experience in conflict resolution
- Experience providing leadership to student staff/volunteers