



POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Sports Information Coordinator

Position Number: [Click here to enter text.](#) **Pay Band:** 9

Reports To: Director, Student Experience and Athletics

Appointment Type: Other-details at right. **“Other” Hours Details:** Varies based on sport season schedule

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

PDF Completed By (Manager Name): Greg Jefford

Effective Date: December 20, 2022 **Last Revision:** (HR housekeeping only)

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 Sports Information Coordinator is responsible for establishing and implementing our Sports Information strategy and ensuring promotions and information related to Fleming sports is produced and delivered as required by Fleming athletics, respective sport associations, communications, and community partners.

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. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<ul style="list-style-type: none">Establishes and implements a sports information plan that promotes and profiles Fleming Athletics and Recreation, student athletes, teams and games while engaging various partners to increase awareness of Fleming sportsThe incumbent acts as a department representative with communications, college and community partners as appropriate for varsity teams, athletic programming and services, working with identified college staff for the creation and distribution of sport related information to local, provincial, college and other media sources. This also includes cultivating key media contacts for the department, facilitation of interviews and prepare media releases following established protocols and standards.Coordinates photos and videos of student athletes, teams, games, and team personnelCoordinates and is administrator for athletics website and social media platforms, and college message boards, providing up to date information from coaches/teams, athlete profiles, game videos, and other content promoting Fleming sports.Respond to inquiries regarding Fleming athletics and sports	50%
2	<ul style="list-style-type: none">Responsible for coordinating the phased transition of Athletics communications and visual identities, tracking, and updating progress for varsity rebranding	45%

	<ul style="list-style-type: none"> • Coordinating the transition and updating of the Fleming Athletics website and social media platforms working with communications and other members of the team to ensure content successfully transitions, is up to date and relevant following protocols and standards • Responsible for updating and promoting of athletes/coaches/team/game accomplishments and milestones; maintains an accurate database of Fleming athletes, coaches, and teams • Ensure compliance with Fleming College and league sport regulations/standards, deadlines, policies, and procedures • Helps establish internal process and procedures for reporting and game day operations as it relates to sports information 	
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:

College diploma

Field(s) of Study:

Diploma in business – marketing, sports management, or a post-diploma certificate in marketing management – digital media or sports management plus a two-year diploma in a related field such as sports administration, recreation and leisure, or related field of study

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:

- Excellent written and verbal communication skills
- Demonstrated experience and success with social media platforms with accurate, relevant, and engaging content.
- Experience with updating information on web platforms
- Strong interpersonal and teamwork 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