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**POSITION DESCRIPTION FORM (PDF)**  
Temporary Part-time Support Staff

**Position Title:** Athletics and Recreation Assistant/Frost Fieldhouse

**Position Number:** [Click here to enter text.](#) **Pay Band:** 6

**Reports To:** Director Student Experience and Athletics

**Appointment Type:** Other-details at right. **“Other” Hours Details:** Varies based on athletics and recreation programming

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

**PDF Completed By (Manager Name):** Greg Jefford

**Effective Date:** December 16, 2022 **Last Revision:** [Click here to enter text.](#)

**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.

Athletic and Recreation Assistant/Frost Fieldhouse provides coverage for front desk reception as needed, including identified times for programming registration. Initial point of contact for students, staff, faculty and guests of the Frost Fieldhouse to supporting programming and service delivery.

Athletics and Recreation Assistant /Frost Fieldhouse assists with the planning and implementing of athletics and recreation programming with a priority placed on Drop In, Intramural and Recreation programs at the Frost Fieldhouse, alongside assisting with tasks related to extramural, varsity, special events and services with Student Life, Athletics and Recreation. This includes set up and tear down responsibilities.

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.

Communicates with key partners as they are assigned including 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 may work alongside student workers, volunteers and recreation participants and assist in making appropriate and warm referrals and communicate with Student Life and Recreation Coordinator to inform resolutions 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. *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	<p><b>FrostFieldhouse Athletics and Recreation programming</b></p> <ul style="list-style-type: none"> <li>- Assists with the planning , promoting and implementing of Athletics &amp; Recreation programming at the Frost Campus and Fieldhouse</li> <li>- Assists with Frost Campus Athletics and Recreation programs that may include Drop In, Intramurals, Extramurals, Varsity, Special Events, and other identified student recreation activities.</li> <li>- Assists the FT Student Life and Recreation 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.</li> <li>- Assists the Student Life and Recreation Coordinator for competitions both home &amp; away including demonstrations for the Fleming Logger Sports team.</li> <li>- Assist in the hosting of OCAA/CCAA/CILA events held at Fleming College</li> <li>- Assists in the purchase of equipment &amp; program supplies and ensure it is maintained and in good working order.</li> <li>- Assists in compiling Athletic &amp; Recreation participation stats, ensuring accurate records are maintained to ensure valid participation of Fleming students</li> </ul>	25%
2	<p><b>Frost Fieldhouse Facility:</b></p> <ul style="list-style-type: none"> <li>- Provides coverage for front desk reception as needed, including identified times for programming registration</li> <li>- Assists with informing/reporting facility issues, working collaboratively with the Student Life and Recreation Coordinator and physical resources department</li> <li>- Review &amp; maintain appropriate policies and procedures regarding Field House use including opening/closing procedures</li> <li>- Assist with the Risk Management of the Facility and programs. Assists with safety inspections of equipment and facility.</li> <li>- Assists with responding to inquiries for internal field house rentals, and booking schedule/system</li> </ul>	50%
	<p><b>Promotion of Frost Athletics and Recreation Programming:</b></p>	20%

3	<ul style="list-style-type: none"> <li>Assists in preparing and distributing promotions of athletics and recreation programming at the Frost campus ensuring consistency and continuity with college brand standards</li> <li>Supports key partners including the Student Association, Residence and other college partners to ensure a collaborative approach to promoting and enhancing the students experience outside the classroom for students through athletics and recreation programming.</li> </ul>	
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 sports management or a two-year diploma in a related field such as sports administration, physical fitness management, recreation and leisure, 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:**

Up to six months

**Additional Skills & Abilities:**

- Experience assisting with the planning and implementing of events including sporting events

- Strong verbal and written communication skills
- Strong interpersonal skills, 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