
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Sports Information Coordinator

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

Reports To: Greg Jefford, Director, Student Experience and Athletics

Appointment Type: 12 Months **“Other” Hours Details:** RPT

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Greg Jefford

Effective Date: June 3, 2024 **Last Revision:**

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

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, brand standards, campus and community partners.

Corresponds with OCAA by providing Varsity reports, statistics and updates, and support for live streaming as applicable,

The incumbent ensures effective and accurate sport and team personnel related statistical, biographical and eligibility information and sports results as required according to departmental and OCAA and CCAA league requirements and timelines.

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 sports The 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 personnel Coordinates 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 	60%
2	<ul style="list-style-type: none"> Responsible for sustaining the Fleming Phoenix brand standards including athletics communications and visual identities, tracking, and updating progress for varsity, athletics and recreation information 	35%

	Summary Details	Percentage %
	<ul style="list-style-type: none"> • 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 	
5	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:

Completion of a two (2) year college diploma.

Field(s) of Study:

Diploma or post diploma certificate in sports administration, journalism, communications or digital media

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 three years up to five years.

Additional Skills & Abilities:

Experience in communications, and customer service. Excellent verbal, written and presentation skills. Strong interpersonal skills with ability to collaborate with multiple internal and external stakeholders. Strong organizational skills, with adherence to detail and task completion in a timely and accurate manner. Creative thinking and ability to thrive in a multi-tasking team environment. Working independently in a multi tasking team environment, prioritizing and organizing own work. Proven ability to deliver services and information for diverse population. Experience in conflict resolution. Experience guiding and advising students, staff and volunteers. Experience with updating web information and social media platforms with accurate and relevant content.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Sports Information reporting
Description Information collected from Athletic & Recreation staff and/or scoresheets can often be in the form of raw data and requires being verified and set up for report writing and/or social media promotion. Contact people may or may not send the information required on schedule, which requires the incumbent to research for verification of information, upcoming events, accomplishments and information so that he/she/they may relay this information accurately and in a timely manner. Research and widespread knowledge of events, accomplishments, announcements, and key dates is necessary.

Example #2

Task / Activity Student athletes or personnel not showing up to a scheduled event, interview or photo shoot
Description Often can be on day of event, with minimal lead time notification, requiring timely problem solving to determine gaps, contacting potential replacements, and/or adjusting the plans and prioritizing.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Routine

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.
Processes are different and unrelated.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Social Media postings
Description Postings on athletics social media platforms may not be appropriate or represent college or athletics in a positive manner. Incumbent would assess posting/content and determine what, if any further action is required including referral to college policy contact, necessary changes to be made based on policies, best practises and user feedback. Incumbent assesses reputation risk and impact to determine changes and edit as necessary to ensure communication is effective, accurate, appropriate and reflects athletics, Fleming Phoenix and college brand and reputation

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:
Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Writing/typing
Description Preparing reports and statistics to the OCAA and/or Athletics department, website and social media updates/communication

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a major consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Preparing information, statistics and/or reports	Daily 75%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Media or photo shoot set up
Description Role periodically helps with media days and/or photo shoots to promote student athletes or sporting events with set up and take down as necessary.

Example #2

Task / Activity Preparing sports information, reports
Description Sitting at desk/keyboard

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Organizing and/or setting up media or photo shoot events	Monthly 20%
Sitting at desk/keyboard	Daily 75%

How would you describe the frequency of the physical demands of this position?
Occasional (part of the day)

How would you describe the nature of the physical demands of this position?
Light

How would you describe the physical strain on this position?
Comfortable body positions with flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Sports Information
Description Concentration needed to ensure information is correct with important details related to sports information and data/statistics of student athletes and teams

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent (>60%)

How would you describe the requirement for sensory demand in this position?

Considerable

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Preparing sports information	Daily 75%

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Prepare report for OCAA Athlete of the Week/Month
Incumbent has to balance multiple and conflicting demands to support sports information plan that can include meeting deadlines and ensuring information is being processed correctly.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines regularly change.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Preparing or reviewing sports information while connecting with staff, student athletes and/or student workers	Weekly 75%	TP (Tends to be Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Sports Information
Sports information with immediate impact requires considerable independent action including communicating information that is public and troubleshooting when required.
Creativity to establish and work with sports information including live social media updates, live promotional information in communication with necessary partners (marketing, campus and community partners)
Incumbent researches, assesses and decides on recommended sports information plans and timelines

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within general procedures and past practices.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Most processes are reviewed monthly.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

Referred to manager for discussion and solution:

Reputational risk concerns (i.e. social media posting)
 Budget concerns
 Serious complaints from customers
 Issues regarding clarification of college policy or policies
 Pay-roll issue

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Prospective and current students, Campus partners, Alumni, Staff	Promotion and updating of sports information and social media	Daily
Community partners/City staff/Media	Promotion of sports information and Social Media. Schedules.	Weekly
External Partners/Vendors	Updates or trouble shooting i.e. website provider, assessment of products, social media	Monthly
Student worker(s)/volunteers/staff/team	Scheduling, training, explaining or preparing written materials for procedures and expectations for promotion sports information and events.	Weekly

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing detailed explanations, clarification and interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Sports Information
Point of contact for sports information requires considerable independent action including following and responding to social media postings and other forms of communication. Identifying alternate solutions to problems, designing sports information procedures, live streaming for identified events (i.e. athletic banquet) and social media tools.

Example #2

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	50%
Outdoor work; seasonal conditions Yes	25%
Other (please specify) Gym Facility	25%
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)