
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)

Choose an item. Part-time Support Staff

Position Game Day and Recreation Assistant

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

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

Appointment Type: 9 Months **“Other” Hours Details: RPT**

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

PDF Completed By (Manager Name): Greg Jefford

Effective Date: ASAP **Last Revision: 07/15/2024**

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 Game Day and Recreation Assistant supports Sutherland Campus games and recreation activity at the Peterborough Sport and Wellness Centre (PSWC) and Sports Fields.

The incumbent works closely with the Coordinator, Recreation and Community Sport Partnerships, as well as the Athletics Coordinator, Sports Information Coordinator, Coaches and PSWC staff, assisting with various aspects of game day and recreation programming, contributing to a positive experience for participants and fans.

Corresponds with Coordinator, Recreation and Community Sport Partnerships and OCAA upon request to provide Varsity reports, statistics and updates and assists with Varsity Home games, live streaming, in addition to providing assistant to the Home Game Varsity staff.

Assists students for student programming and service at Fleming Phoenix Field and the Peterborough Sport and Wellness Centre including student tournaments and drop in play. Reports any issues on the field or PSWC to the Coordinator, Recreation and Community Sport Partnerships and informs Campus Security on any sport field related incidents.

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><u>Recreation Programming</u> Assists with Student Recreation, Extramural & Intramural programming at Fleming Phoenix field or the PSWC.</p> <p>Reports any issues or incidents.</p>	40%
2	<p><u>Game Day</u> Assists with implementing the game day plan for games taking place at a variety of locations including the PSWC, Sports Fields and identified community locations. This includes assisting with set up/tear down plan, promotions, giveaways, concessions, pre and in game plans (ie tickets, mascot, music, announcements, half time etc.) including assisting student staff and placement students.</p> <p>Assist Athletics and Recreation team including Coordinator, Recreation and Community Sport Partnerships, Athletics Coordinator, Sports Information Coordinator, Varsity Coaches, student staff, and referees to ensure successful game and experience outcome. Assists in gym and sports field set ups as required. Ensures Home Games are compliant with OCAA/OCR regulations.</p>	40%

	Summary Details	Percentage %
3	<u>Admin and Sports Field Support</u> Assists with student programming and service at Fleming Phoenix Field at the Sutherland Campus including student tournaments and drop-in play. Inspect and report on Sports Fields between spring and fall. Ensures risk management practices are adhered to as outlined by college, city, and OCAA/CCAA policies and procedures	15%
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:

2-Year diploma in Sports Administration, Fitness & Health Promotion or Recreation Diploma.

Other Vocational Certifications and/or Apprenticeships:

First Aid, Level C CPR, AED.

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 assisting with youth/adult recreation, extramural and/or intramural programming in either public section or post secondary setting, including coordinating sporting/game day events. Experience in communications, and customer service. Working independently in a multi tasking team environment, prioritizing and organizing own work. Proven ability to assists in new programs & services for diverse population. Experience in conflict resolution and mediation. Experience assisting student staff/volunteers.

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
Description

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:

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

Choose an item.

How would you describe the complexity of the work?

Choose an item.

Describe the business processes used by the position.

Choose an item.

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
Description

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:

Choose an item.

In determining a solution for problems, the incumbent has discretion to:

Choose an item.

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
Description

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:

Choose an item.

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

Task	% of Time

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
Description

Example #2

Task / Activity
Description

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

Task	% of Time

How would you describe the frequency of the physical demands of this position?

Choose an item.

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

Choose an item.

How would you describe the physical strain on this position?

Choose an item.

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
Description

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?
Choose an item.

How would you describe the requirement for sensory demand in this position?
Choose an item.

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

Task	% of Time

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

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?
Choose an item.

How would you describe the existence of critical deadlines in this role?
Choose an item.

How would you describe the level of interruptions this position faces?
Choose an item.

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

Task	% of Time	Predictability*
		Choose an item.
		Choose an item.

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
Description

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?

Choose an item.

What degree of supervision is typically provided to the incumbent?

Choose an item.

How is the work typically checked and verified?

Choose an item.

How frequently is the work checked?

Choose an item.

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:

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
		Choose an item.
		Choose an item.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

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:

Choose an item.

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

Choose an item.

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

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?

Choose an item.

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

Choose an item.

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
Choose an item.	
Choose an item.	

Key Considerations:

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

Choose an item.

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

Choose an item.

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

Choose an item.

SUPPLEMENTAL DATA

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

[Click here to enter text.](#)