
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: Athletics and Recreation Assistant/Frost Fieldhouse

Position Number: PT0255 **Pay Band:** 7 (Pay Equity Band)

Reports To: 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): [Click here to enter text.](#)

Effective Date: November 28, 2024 **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

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 community 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.

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	Frost Fieldhouse Athletics and Recreation programming - Assists with the planning , promoting and implementing of Athletics & Recreation programming at the Frost Campus and Fieldhouse - Assists with Frost Campus Athletics and Recreation programs that may include Drop In, Intramurals, Extramurals, Varsity, Special Events, and other identified student recreation	35%

	Summary Details	Percentage %
	activities. - 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. - Assists the Student Life and Recreation Coordinator for competitions both home & away including demonstrations for the Fleming Logger Sports team. - Assist in the hosting of OCAA/CCAA/CILA events held at Fleming College. - Assists in the purchase of equipment & program supplies and ensure it is maintained and in good working order. - Assists in compiling Athletic & Recreation participation stats, ensuring accurate records are maintained to ensure valid participation of Fleming students.	
2	Frost Fieldhouse Facility - Provides coverage for front desk reception as needed, including identified times for programming registration. - Assists with informing/reporting facility issues, working collaboratively with the Student Life and Recreation Coordinator and physical resources department. - Review & maintain appropriate policies and procedures regarding Field House use including opening/closing procedures. - Assist with the Risk Management of the Facility and programs. - Assists with safety inspections of equipment and facility. - Assists with responding to inquiries for internal field house rentals, and booking schedule/system	40%
3	Promotion of Frost Athletics and Recreation Programming - Assists in preparing and distributing promotions of athletics and recreation programming at the Frost campus ensuring consistency and continuity with college brand standards. - Supports key partners including the Student Association, Residence and other college partners to ensure a collaborative	20%

	Summary Details	Percentage %
	approach to promoting and enhancing the students experience outside the classroom for students through athletics and recreation programming.	
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:

Completion of a two (2) year 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:

First Aid/CPR

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

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 Programming
Description Incumbent is responsible for assistant with the implementation and service of students and community for athletics and recreation programming. This could include registration, collection of payment (i.e. one card), collection of information about Athletes/participants/community, follow up with staff or campus partner as necessary, and promotion. Is often the first point of contact with front line service, and addressing incidents in the Frost Fieldhouse.

Example #2

Task / Activity Student athletes or personnel (i.e. referee, student staff) not showing up to a scheduled athletics and recreation activity.
Description Often can be on day of event, with minimal lead time notification, requiring problem solving to determine gaps, follow up needed 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?

Duties and specific and related.

Describe the business processes used by the position.

Processes are specific and related.

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
Student conduct during athletic and recreation activity
Description
Conduct of student athletes/participants may be disrespectful or inappropriate. Incumbent would need to use judgement and problem-solving skills to assess the situation and determine further action necessary to help deescalate the situation, program support and referral as needed. Would also need to document and report as appropriate to supervisor and identified personnel.

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:

Choose from a range of existing 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 Data entry, responding to e-mails

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 secondary consideration.

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

Task	% of Time
Data entry, responding to e-mails	Daily 40%

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
Sitting/Standing
Description
Sitting for front desk service responsibility
Standing when going to and from Frost Fieldhouse gym

Example #2

Task / Activity
Set up and tear down to support programming and activities
Description
Set up and tear down of recreation equipment.

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

Task	% of Time
Set up and tear down	Daily 20%
Sitting at desk/keyboard	Daily 40%

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?
Moderate

How would you describe the physical strain on this position?
Uncomfortable/awkward positions for short periods; some 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
Data entry
Description
Concentration needed to ensure information is correct

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?

Periodic (up to 30%)

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

Moderate

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

Task	% of Time
Data entry	Daily 25%

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
Front Desk Service, Tracking of participant usage of fieldhouse recreation activity
Incumbent has to balance responsibility to provide front line service that also includes tracking activity participation with periodic interruptions, walk in inquiries, and participant issues identified and addressed in a timely manner.

Example #2

Set up and tear down of programming.
Incumbent has to ensure timely setup and tear down of sport and recreation programming for student and community use.

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 are reasonable and rarely 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 occur regularly but tend to be predictable.

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

Task	% of Time	Predictability*
Front Desk Service	Daily 40%	UP (Usually Predictable)
Set up and tear down	Daily 20%	

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

Daily service and programming
Incumbent works independently due to field house location relative to main building and often working without any other recreation staff therefore relies on e-mail, phone or MS teams.
Incumbent receives very little instruction from supervisor for daily work assignments. Special projects or policy changes are discussed with Supervisor and clear direction provided.

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 someone else.

How frequently is the work checked?

Most processes are reviewed weekly.

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.

Addressing issues for recreation programming may require independent action and follow up (i.e. double booking, conflict between students)

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
Students, Community participants	Service and programming information, explaining field house and sport guidelines/rules	Daily
Student staff, Athletics and Recreation staff	Schedules, statistics/usage data/registrations	Weekly
Staff/Campus Partners (ie facilities, security)	Facility related issues	Weekly
		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:

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

Programming and Service Information
Can be first point of contact to addressing issues with drop in and/intramural sport and recreation activities for students and/or community participants.

Example #2

Incident Response and Support
Can be first point of contact to be informed of or observe incidents (i.e. health and safety issue) at the Frost Fieldhouse. Needs to determine next steps that may include supporting a student who has been injured, contacting security and/or supervisor depending on the severity of the incident.

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	55%
Outdoor work; seasonal conditions Yes	5%
Other (please specify) Gym Facility	40%
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?

Choose an item.

SUPPLEMENTAL DATA

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

[Click here to enter text.](#)