#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Campus Recreation & Varsity Game Day Coordinator

**Job Number:** A-447 | VIP: 1750

**Band:** OPSEU- 5

**Department:** Athletics & Recreation

**Supervisor Title:** Assistant Director, Sport & Student Engagement

**Last Reviewed:**  June 21, 2022

#### **Job Purpose:**

Reporting to the Assistant Director, Sport & Student Engagement, the Campus Recreation & Varsity Game Day Coordinator oversees the day-to-day operations of the Campus Recreation and student engagement programs and assists the High-Performance Varsity Sports Coordinator with varsity events to ensure that a high-quality experience is delivered to all Trent students. From April to August, this position also contributes 10-15 hours per week to assist the Youth Development Coordinator with the Trent Excalibur Camp. This position provides leadership to a team of part-time student staff and must be flexible and able to work regular weekend shifts as well as evening shifts (as required for programming).

#### Key Activities:

##### Campus Recreation & Student Engagement

* The Coordinator is committed to delivering diverse sport, health, and wellness programs (both in-person and remote delivery channels) that encourage participation and contribute to positive student life.
* This position works with part-time student staff and works closely with student committees, forums, and surveys to ensure the student perspective leads program and service delivery initiatives.
* Manage all aspects of the campus recreation, intramural and extramural program for students during the academic year.
* Represent Trent Athletics on the Trent University Clubs & Groups Committee.
* Develop new programs and opportunities to engage Trent Athletics students in sport and wellness opportunities.
* Develop new student engagement programs around Excalibur varsity games, Orientation week, Reading week and development of special events for students.
* Works extensively with other Trent student service departments, including but not limited to the Office of Student Affairs, Colleges, TCSA, FPHL, CareerSpace, Trent International, and Student Clubs to design, develop and deliver appropriate programs to meet the ever-changing needs of the student body.

##### Varsity

* Working with the High-Performance Varsity Sports Coordinator, ensures that all logistics required for varsity home games are coordinated as required and leads a team of student staff (set-up crew, announcer, writer, etc.) to ensure that game set-up is completed as required, and the game is choreographed and run in an efficient and entertaining way for fans.
* Assists with the coordination of all statistical and eligibility reporting and ensures compliance with OUA/USports/CUFLA sport information requirements, deadlines and procedures.
* Ensure all game scores, stats and other details are recorded and digitally submitted with the appropriate software to the respective leagues, within two hours of the game completion.
* Assists with the coordination of the web casting of all applicable varsity home games, including working with student staff and volunteers in filming and streaming, announcing all games.
* Works effectively with other departmental staff, providing support and assistance to other members of the department in general as may be required from time to time.
* Works with other department staff in planning annual varsity events, including the Academic All Canadians Reception, Athletic Awards Banquet, and the President’s Excalibur Golf Tournament.

##### Trent Excalibur Camp

* Assist the Youth Development Coordinator with day-to-day oversight of the Trent Excalibur Camp including camp staff.
* Support the Youth Development Coordinator with coordination of recreational activities for camp including outdoor activities (ie. low ropes, hikes, camp trips, bike trips, canoe trips, barbecues), games, and sports.
* Assists with the preparation and organization of sport equipment (including canoes, camping gear, and other outdoor education equipment), supplies, and materials needed for camp activities, maintaining an inventory, and ensuring proper storage and maintenance throughout the camp season.
* Assist with administrative tasks related to camp registration, camper paperwork, medical forms, waivers, and other documentation, ensuring accuracy, completeness, and compliance with camp policies and regulations.
* Assist with coordination and booking of travel and off-site trips (ie. field trips, camping trips, canoe trips, bike trips). If required, go on camping trips to assist the Overnight Tripping Lead.
* Collaborate with the Youth Development Coordinator and camp staff to ensure smooth operation of daily camp activities.
* Assist with camp staff training and on-boarding.

##### Sales & Customer Service

* Contributes ideas to new program development, makes recommendations on ways to increase registrations and supports retention by ensuring that appropriate and high-quality programming is offered.
* Responds in a professional and timely manner to inquiries, complaints or suggestions from students or the public, providing effective follow-up as required, adhering to the Athletics Department Customer Service Commitment.
* Leads by example by consistently promoting a positive and professional image and encouraging a welcoming environment and courteous service to every visitor of the Aquatics Centre and student engagement activity.
* Works with the Assistant Director, Customer Engagement and Operations to ensure all student engagement/campus recreation staff are trained in customer service and are knowledgeable in all program areas to respond to inquiries effectively.
* Works with the Assistant Director, Sport & Student Engagement to contribute ideas to developing partnership support for student engagement programs and materials.
* In the absence of other full-time staff, monitors all areas of the Athletics Centre to ensure that exemplary customer service is delivered; addresses any customer service issues that may arise, and provides direction and support to part-time student staff as needed.
* Has a strong knowledge of the programs and services offered by the Athletics Centre and responds to inquiries from visitors and the general community.

##### Administration

* Effectively administers day-to-day work related to the operations of varsity home games, campus recreation, and student-engagement programming.
* Develops program schedules for all campus recreation and student engagement program activities.
* Enters all relevant campus recreation and student engagement information into the PerfectMind recreation management software in a timely manner to support program registration.
* Participates in regular Trent Athletics & Recreation departmental meetings.

##### Human Resources

* Responsible for hiring and training part-time student staff to support the operation of the campus recreation program, including convenors, captains, registration staff, etc.
* Ensures that an appropriate level of staffing is in place for program delivery and to meet safety requirements.
* Supervises and develops staff, through ongoing training, supervision, and coaching.
* Develops and maintains work schedules for all part-time staff.
* Oversees student payroll entry into VIP.

##### Facility Supervision

* Effectively oversees the day-to-day operations of campus recreation programming and varsity home game events.
* Monitors program delivery to ensure that high quality and safety of all participants are being addressed.
* Provides support and direction to all part-time student staff in all program areas of the Athletics Centre when administrative staff are not available on weekends and during evenings.
* Supports facility rentals with external and internal (other university department) users to coordinate set-ups, deal with issues arising from bookings (i.e. double bookings, lack of space, etc.), or responding to user group needs/requests. Ensures that appropriate set-up is in place for user groups.
* Completes facility checks on a regular basis and upon closing to ensure a high level of safety and security.
* Works with the Assistant Director, Customer Engagement and Operations to implement training manuals and programs. Responsible for safety and accident prevention through knowledge of and enforcement of legislation.
* Ensures that Athletics Centre staff provide first response to emergencies in the Athletics Centre, Justin Chiu Stadium, or the grounds outside the Athletics Centre. Works with and provides support to other responders. Follows up on and files incident reports.
* Completes Fire Warden Training and serves in that capacity during emergencies.

#### Education Required:

* Two (2) years of post-secondary education (College or University) in a related field.

#### Experience/Qualifications Required:

* Two (2) to three (3) years’ experience in the delivery of programs to students or student leadership and/or a sport background, including coordination and leadership.
* Experience in post-secondary campus recreation or varsity sports.
* Excellent customer service and conflict resolution skills and strong ability to initiate quality program deliverables.
* Ability to balance the interests of a variety of client groups, adjusting priorities to meet client needs.
* Strong supervisory, interpersonal, and training skills and proven track record of demonstrating initiative and growing program offerings.
* Solid organizational and time management skills
* Demonstrated ability to work as a team player within an athletics environment.
* Current Standard First Aid and CPR C Certification. Wilderness First Aid is considered an asset.
* ORCKA certifications (ie. Canoe Tripping, Basic Canoeing, and/or Moving Water) considered an asset.
* Proficient computer skills in Microsoft Word, Excel, PowerPoint and experience with a recreation management software is an asset.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

* Part-Time Student Staff:
  + Campus Recreation (Campus Recreation Assistant, Campus Recreation League Convenors, Campus Recreation Officials): 15-20
  + Varsity Event Staff: 8-12 (these staff mainly report to the High Performance Varsity Sport Coordinator, but on Game Days are also responsible to the Campus Recreation & Varsity Home Game Coordinator)
  + Camp Staff (these staff mainly report to the Youth Development Coordinator, but are also responsible to the Campus Recreation & Varsity Home Game Coordinator)