**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Campus RecreationCoordinator

**Job Number:** A-278

**NOC:** 5231

**Band:** 5

**Department:** Athletics & Recreation

**Supervisor Title:** Director, Athletics & Recreation

**Effective Date:** March 11, 2015

**Job Purpose**

Reporting to the Director, Athletics & Recreation, and receives functional leadership, direction and oversight from the Athlete Development Coordinator, the Campus Recreation Coordinator will manage all aspects the campus recreation intramural and extramural program for students during the academic year. The Coordinator is committed to delivering diverse programs that encourage participation and contribute to positive student life and develop a sense of community.

**Key Activities**

*Campus Recreation;*

1. Oversees the development of intramural and extramural programs designed with students in mind – cost, scheduling, variety and varying skill level – in order to maximize participation and ensure a diversity of offerings that support student engagement and retention.
2. Develop, monitors revenue and expenditures to ensure targets are met within identified budget. Any variances are identified and brought to the attention of the Director, Athletics & Recreation.
3. Oversees student development of an annual plan to promote and market Campus Recreation Programs to meet student participation targets and implements plan by setting up and attending information booths on campus, uses social media platforms (e.g. Facebook, Twitter), updates Campus Recreation website, and participates in ISW week promotions, etc.
4. Develops active partnership with ISW, College Heads, TCSA, TIP to design, develop and deliver appropriate programs to meet the ever changing needs of the student body.
5. Develops and oversees implementation of registration processes for Campus Recreation programs, utilizing Class software, and working collaboratively with other areas in the department, such as the Member Services Desk.
6. Works with other departmental staff to plan within the priorities of the department for facility scheduling and to be proactive in identifying any potential scheduling conflicts or issues.
7. Oversees development of material for and assists in leading when necessary, Campus Recreation team/coaches meetings and safety sessions.
8. Ensures convenors are tracking and maintaining statistics of student participation of Campus Recreation programs.
9. Attends Campus Recreation events when necessary, to support the Head Convenor and ensure they are operating successfully, some of which may be off-site and outside of regular business hours (e.g. evenings and weekends).
10. Acts as a resource to student staff to problem solve and trouble shoot on issues related to various programs and events.
11. Handles discipline problems with student participants.
12. Ensures that convenors complete ongoing equipment checks to ensure that Campus Recreation programs and activities have appropriate and safe equipment.
13. Conducts annual student survey of events, sports and programs, and leads the team in making adjustment to programs as needed for future success.
14. Enters data and maintains appropriate information in student co-curricular record system for campus recreation. Participates in university-wide meetings for the co-curricular record, as required.

*Communications & Media;*

1. Maintains all aspects of the websites for campus recreation as well as social media platforms (e.g. Facebook, twitter) with relevant and timely information, including: team schedules, rosters, event information, scores, adding photographs.
2. Promotes campus recreation activities to ensure maximum participation.

*Student Leadership;*

1. Responsible for hiring student staff to support the operation of the campus recreation program, including convenors, captains, registration staff, etc.
2. Provides ongoing supervision, performance management and feedback to student staff to ensure that job responsibilities are fulfilled.
3. Works with Trent University, Fleming College and other institutions in providing internship opportunities for students in the operation of the campus recreation, including business, administration, retail, research, fundraising, event operations etc.

**Education**

College Degree (2 year) in Sports Administration, Physical Education/Kinesiology.

**Experience Required**

* Minimum two years’ experience in program development and planning of an intramural sport/Campus Recreation program.
* Intermediate level computer skills: Internet and Microsoft Office (Excel, Access, and Word) required; experience updating and maintaining web pages an asset.
* Must have excellent interpersonal, customer service and communication skills (both verbal and written) and the ability to interact effectively with coaches, athletes, staff, and external stakeholders.
* Experience maintaining websites, and utilizing social media.
* Sound financial management skills; experience in budget development and fiscal responsibility.
* Excellent organizational, time management and planning skills.
* Proven ability to work independently.
* Experience managing staff; experience hiring, training and supervising student staff.
* Current Standard First Aid and AED.
* Valid Ontario Driver's license (Class ‘G’ minimum) and access to a vehicle.
* Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant.
* Ability to be flexible and adapt to changing situations.
* Willingness and ability to work evenings, weekends, holidays and during scheduled University closures is required. (Note: This position requires on-site attendance at numerous athletic events, and the individual is required to work flexible hours according to the event schedule, including frequent evening and weekends as required).

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

Students (approximately 10)