

Job Description

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| Job Title: | Coordinator: Sports Clubs and Camps |
| Department: | Manager: Intramurals and Clubs |
| Reports To: | Adam Steeves, Manager: Intramurals and Sports Clubs |
| Jobs Reporting: | None |
| Salary Grade: | USG 7 |
| Effective Date: | June 2018 |

Primary Purpose

The Coordinator of Sports Clubs and Camps is directly accountable to the Manager of Intramurals and Clubs for the overall administration of all Athletics and Recreation clubs as well as the development and growth of a youth multi-sport camps program. The incumbent will ensure that all Athletics and Recreation clubs will adhere to the department and the Universities' policies and procedures and ensure that the programs offered to students are contributing to the vibrant student experience.

Key Accountabilities

Program Management

- Provides management oversight for 25-35 recreational and competitive sports clubs
- Manages all club bookings and member registration through Fusion software
- Coordinates travel, eligibility certificates and registration requirements for competitive clubs
- Act as a resource to all clubs when planning an event
- Mentorship of club executives on how to reach fundraising goals
- Ensure that all clubs remain compliant to all Athletics and Recreation policies and procedures including but not exclusive to travel, procurement, financial management, insurance and risk management
- Support departmental events such as the Athletics and Recreation Open House and the Warrior Recreation Leadership Reception
- Routinely attend club sessions and events
- Coordinates the entire camp process including marketing, registration, communication, statistical tracking, report printing and facility assignments

Relationships/Partnerships

- Works collaboratively with others in the department regarding equipment and facility needs required for the clubs
- Serve as a liaison between clubs and relevant university partners – including but not limited to UW Graphics, the Imprint, the Student Life Center, the Office for Persons with Disabilities, Federations of Students, Dons, Residence Life Coordinators, Conflict Management and Human Rights Office
- Foster relationships with members of both the on and off campus community in order to build and grow a sustainable youth multi-sport camp program
- Provides front line customer service to the parents of camp registrants

Financial Management

- Developing and managing the annual operating budget for the clubs and camp programs

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- Financial supervision and budget approval for each individual club. Individual club budgets range from \$2000-\$45,000
- Ensuring each club is held accountable for all revenues and expenditures
- Coordinates the administration of the endowment funds, which is an annual fund that helps clubs in order to increase competitiveness, facilitate participation, and provide leadership experience

Leadership and Development

- Direct supervision and mentorship of over 200 volunteer club executive
- Facilitating orientation and training sessions for club executives and camp instructors
- Establishing a comprehensive student-leadership model that provides strong leadership and mentorship, along with policies and procedures to guide and empower the students
- Assessing programs and making strategic recommendations for program improvements
- Ensuring commitment and adherence to operate according to the Warrior Athletics and Recreation department policies and procedures by all members and participants
- Identify and anticipate trends through research and an understanding of best practices and changing sport model structures
- Firmly committed to a high level of customer service and be committed to student leadership development as a top priority
- Provides all necessary information to camp counselors including registration lists, contact information and special needs

Required Qualifications

Education

- University Degree Required

Experience

- 2-3 years of experience in recreation programming. Competencies include a demonstrated ability to relate to the University student experience, outstanding customer service and communication skills.

Knowledge/Skills/Abilities

- Proficient in MS Word and Excel
- Intermediate Knowledge of PowerPoint
- Competency with Fusion software package is preferred
- Intermediate knowledge of SharePoint
- Proficiency in other electronic communications (i.e. email, social media) is necessary to ensure strong communication with staff and participants

Nature and Scope

- **Contacts:** The incumbent will need excellent written and verbal communication skills, knowledge of all social media platforms to stay informed in Club's activities and public speaking skills for presentations and training sessions. This position will interact regularly with many other members of the Athletics and Recreation department as well as many on campus partners including UW Graphics, the Imprint, the Student Life Center, the Office for Persons with Disabilities, Federations of Students, Dons, Residence Life Coordinators, Conflict Management and Human Rights Office as well as others as needed. Externally the position is required to communicate with members of the community to develop and grow a youth sports camp program.
- **Level of Responsibility:** This position directly supervises and mentors 200+ club executive members and is responsible for hiring, training and development of part time camp supervisors.

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- **Decision-Making Authority:** The incumbent is responsible for the approval of each club's budget and all expenditures throughout the term. They will also play a key role in deciding how to allocate funds from the endowment funds.
 - **Physical and Sensory Demands:** This role involves minimal physical demands and moderate sensory effect resulting in slight fatigue, strain, or risk of injury.
 - **Working Environment:** The role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails, and unplanned but urgent service requests) that are impacted by varying student volumes at different times of the year.