Job Description

Job Title:	**Coordinator: Competitive Clubs, Aquatics and First-Aid**
Department:	Athletics and Recreation
Reports To:	Senior Manager; Recreation
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	May 2022

Primary Purpose

The Coordinator of Competitive Clubs, Aquatics and First-Aid is directly accountable to the Senior Manager of Recreation for the overall administration of all Athletics and Recreation competitive clubs, aquatics and first-aid programming, this includes the development and facilitation of drop-in and registered classes, supervision and training of student staff, equipment purchasing, budget management, and evaluation and assessment of programs. The incumbent will ensure that all Athletics and Recreation competitive clubs will adhere to the department and the Universities' policies and procedures and will be highly motivated to support holistic wellness and contribute to the overall student experience.

Key Accountabilities

Program Management

- Oversees 15+ competitive student-led clubs including supporting their registration, facility allocations, and acting as a resource to support the club's events and fundraising initiatives
- Oversees 5 varsity club teams, this includes hiring and managing coaches, facility allocation and representing them with the OUA
- Coordinates travel, eligibility certificates and registration requirements for competitive and varsity clubs
- 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
- Routinely attends club sessions and events
- Coordinates and manages aquatics programs that engages over 1,000 participants per year, including offering classes that include but are not limited to swimming lessons and aquatics leadership certifications
- Coordinates and manages first-aid programs that engage approximately 500 participants per year, offering classes that include but are not limited to standard and emergency first-aid, CPR and first-aid instructor certifications
- Responsible for the growth of our youth swimming programs
- Provides statistical reports of user activity, assesses programs, and makes strategic recommendations for program improvement
- Responsible for program records including accounts of staff; qualifications (including National Coaching Certifications, LSS Swim Instructor, LSS Lifesaving Instructor, LSS EFA Instructor and LSS NLS); a program manual with policies and operations; submitting and monitoring staff payroll information; files, and invoicing
- Support departmental events such as the Athletics and Recreation Open House and the Warrior Recreation Leadership Reception

Relationships/Partnerships

- Works closely with the Warrior Recreation team, along with the Associate Director, Business Operations; Senior Manager, Wellness & Active Living; Senior Manager, Facilities & Events; Marketing team; Associate Director, Athletics; and other staff to contribute to the advancement of the Department's goals regarding participation and engagement opportunities
- Works collaboratively with the Senior Manager, Recreation and the Associate Director, Business Operations in facility scheduling, program registration, and overall program collaboration where efficient delivery of services to multiple stakeholders is essential
- Builds and maintains collaborative working relationships with service-oriented areas on campus such as Housing and Residence, Health Services, Student Success Office, and Counselling Services, to enhance the coordination and marketing of clubs, aquatics and first-aid programs and be able to guide participants to available resources on campus
- Identifies, builds and maintains collaborative working relationships with faculties, colleges, and other groups on campus, coordinating events to promote physical activity and engagement in Athletics and Recreation programming. Such groups may include but are not limited to Graduate Student Association, WUSA, St. Jerome's University, St. Paul's University, Conrad Grebel University College, Renison University College, Velocity, UW Staff Association and UW Faculty Association
- Supports the Senior Manager, Facilities & Events and facility staff related to the setup and execution of responsibilities around the PAC pool and meeting rooms
- Communicates with other university and college Campus Recreation Departments and recreation organizations such as the National Intramural and Recreational Sports Association and the Canadian Campus Recreation Association
- Involved with aquatics organizations such as the Lifesaving Society, Waterloo Wellington Regional Aquatic Council and the Board of Canadian Registered Safety Professionals

Financial Management

- Collaborates with the Senior Manager, Recreation to develop and manage the annual operating budgets for the clubs, aquatics and first-aid programs
- Provides financial supervision and budget approval for each individual club. Individual club budgets range from $2,000-$45,000 and confirms all revenue and expenses align to the club's operations
- Total budget responsibility for this position is ~$400k per year
- Responsible for complex student payroll due to the large student staff population that reports to this position
- Coordinates the administration of recreation endowment funds, which is an annual fund that helps clubs increase competitiveness, facilitate participation, and provide leadership experience
- Provides accountability reports including transparent budget reporting to SSAC (Student Services Advisory Council) when required
- Accountable to meet all payroll timelines and expectations of central finance and administration

Leadership and Development

- Directly hires, supervises, conducts performance evaluations, manages payroll, facilitates conflict management, and provides leadership opportunities and mentoring to 25 lifeguards, 10 first-aid instructors and multiple student program coordinators each term
- Directly recruits and hires high level, experienced coaches for the varsity club teams
- Direct supervision and mentorship of over 250 volunteer club executives and athletes
- Firmly committed to a high level of customer service and to student leadership development as a top priority
- Accountable for the risk management and liability of all programming within this portfolio

- Facilitates orientation and training sessions for club executives
- Establishes a comprehensive student-leadership model that provides strong leadership and mentorship, along with policies and procedures to guide and empower the students
- Ensures commitment and adherence to operate according to the Warrior Athletics and Recreation department policies and procedures by all members and participant

Supporting Holistic Wellness

- Supports the University of Waterloo's commitment to the Okanagan Charter and the Wellness Collaborative's priorities by providing supportive environments for physical activity, fostering community and a sense of belonging, generating a culture of well-being, and endorsing personal development
- Understands and advocates for the impact that physical activity can have in proactively supporting mental health, developing resilience, building social connections, and performing academically
- Considers the experiences of equity-deserving groups and potential challenges faced by our diverse community. Continually evaluates and evolves programming to overcome barriers to participation
- Aligns programs, communications, and staff training with institutional and departmental priorities, with oversight provided by the Sr. Manager, Wellness & Active Living

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- An undergraduate degree is required, preferably in Kinesiology, Physical Education, Health Studies, or Recreation. A Master's Degree in any of these disciplines is an asset
- Certified in Standard First Aid
- Safe Sport Training is required
- High Five Certification is required
- Current Aquatics Management Certification is required
- NCCP Coaching Certification is an asset

Experience

- 3-5 years of experience in recreation programming
- Experience working with competitive athletes and coaches
- Experience working with youth
- Experience working in an aquatics environment as a programmer or lifeguard

Knowledge/Skills/Abilities

- Competencies include a demonstrated ability to relate to the University student experience, and demonstrated initiative taken to engage various user groups and promote holistic wellness
- Outstanding customer service and communication skills, a high attention to detail, ability to work independently, and the ability to work in a team are vital to the success of this role

- Strong skills in program development and evaluation, problem solving, and financial management are necessary
- Proficient understanding of Rowan's Law
- Proficient in Microsoft Word and Excel
- Competency with Fusion Software package is preferred
- Competency with Workday is preferred
- Competency with SAP Concur is preferred
- Intermediate knowledge of PowerPoint
- 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, the Imprint, the Student Life Center, the Office for Persons with Disabilities, WUSA, 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 other post-secondary institutions to coordinate competitive club events and competitions
- **Level of Responsibility:** This position directly supervises and mentors 250+ club executive members and is responsible for hiring, training and development of 25+ lifeguards/aquatics staff and 8-10 first-aid instructors
- **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