HUMAN RESOURCES  
SIMON FRASER UNIVERSITY  

Administrative & Professional Position Description

A. IDENTIFICATION:  
Position Title: Recreation Coordinator (Intramurals and Sport Clubs)  
Name of Employee:  
Department: Student Services, Recreation  
Position Reports to: Director, Recreation  
Date: August 2, 2013

B. POSITION SUMMARY

The Recreation Coordinator, is primarily responsible for intramural and sport club recreation programs, which encourage all members of the campus community to participate in safe, well-organized, recreational and competitive physical activity. The Coordinator also assists the Manager, Youth Programs, during peak periods and absences, with the day-to-day operations of youth programs and summer camps.

As a member of the Recreation team and under the direction of the Director, Recreation, the Recreation Coordinator is responsible for developing, delivering, and evaluating recreation programs, services, and events that foster active and healthy living, campus community engagement, and student learning, development, and success.

The specific strategic direction will be assigned by the Director Recreation, and may include areas such as aquatics programs, instructional programs, outreach, intramurals, clubs, fitness centre and fitness programs, youth programs and summer camps, student engagement, events, Surrey and Vancouver campus programs, and student staff leadership programs. All areas will offer diverse recreation opportunities that foster active living, vibrant campus experiences, active and engaged communities, and student learning and success.

The Recreation Coordinator is a generalist with a focus on intramurals and sport clubs that collaboratively coordinates a breadth of programs and services in support of the strategic plan for Student and Community Life and Student Services.
C. DUTIES AND RESPONSIBILITIES

Recreation Programming (25%)

- Administers specific recreation programs by researching, developing, implementing, evaluating, promoting, scheduling facilities and instructors, and working collaboratively with campus groups. Programs promote active living and wellbeing, social connection, student learning and development, community engagement, and vibrant campus experiences. Recreation programs may include, but are not limited to: aquatics programs, instructional programs, outreach, intramurals, clubs, fitness programs, student engagement, events, Surrey and Vancouver campus programs, and student staff leadership programs. Programs will provide access to a variety of recreational opportunities, targeting multiple levels of skill and fitness.

- Develops and implements activities and events to foster active living community engagement, and vibrant campus experiences. This includes coordination and/or participation in activities such as welcome events, campus festivals, Terry Fox, Gung Haggis, Healthy Starts, and others.

- Ensures adherence to budget and financial viability of specific programs, and promotes revenue generation where relevant.

Recreation Activities (25%)

- Participates in program planning, strategic planning, and continuous quality improvement to ensure the provision of relevant and high quality programs and services, and programs that contribute to active living and wellbeing, and student development and engagement.

- Develops, submits and manages budget for programs (up to $130,000), as agreed with the Director, Recreation.

- Develops, recommends, maintains, and implements policy and operational processes for programs and services.

- Participates in the marketing and communication of recreation programs and services through website, print materials, advertisements, special promotions, email communication, and other communication channels.

- Works collaboratively with other campus and community groups to promote participation, engagement, and education and support for healthy and active lifestyles.

Student Employees, Instructors, and Volunteers (25%)

- Directly supervises CUPE employees, instructors, student employees and volunteers. Responsible for recruiting, selecting, supervising, training, scheduling, coordinating, supporting, negotiating instructor salaries, and completing employee contracts.

- Assists the Manager, Youth Programs, with recruiting, selecting, and training youth program and summer camp personnel and volunteers. Ensures training of staff includes key SFU policies and procedures (e.g., Health & Safety, Fire, Security, Human Rights, etc.).
- Incorporates opportunities for student learning, development and leadership into student staff and volunteer opportunities.
- Develops and maintains policy and procedure manuals covering risk management, duties, responsibilities, and emergency procedures.

**Facilities and Risk Management (15%)**
- Oversees the safe operation of the Aquatic Center, Fitness Centre, and other facilities assigned by ensuring regular safety and maintenance inspections occur, providing recommendations on facility improvements and maintenance, ensuring first aid and rescue equipment is in proper working condition, reporting and acting on any real or potential hazards, maintaining equipment, ensuring equipment meets current standards, following up on incidents that occur, and liaising with the Associate Director, Finance and Operations.
- Ensures recreation programs and activities operate in a safe manner and in a safe environment, and ensures risk management and liability precautions are in place.
- Maintains equipment inventory and advises on the purchase of new sport, fitness, weight room, or aquatics equipment.
- Schedules internal facilities, liaises and negotiates external facility bookings as needed, and coordinates aquatic facility rentals.

**Research and Other Duties (10%)**
- Maintains an up-to-date knowledge of recreation, physical activity, and healthy living topics, issues, best practices, and students’ needs related to recreation services and programming by attending seminars and meetings and reviewing journals and other relevant materials.
- Maintains relationship with relevant off-campus groups such as the Lifesaving Society and British Columbia Recreation and Parks Association.
- Provides back-up relief for other Recreation Coordinators during peak periods and absences.
- Provides back-up relief for the Manager, Youth Programs, during absences, with the day-to-day operations of youth programs and summer camps by performing duties that include the following:
  o Resolving problematic staffing situations;
  o Handling complaints from parents and participants;
  o Ensuring adherence to the discipline policy for program and camp participants;
  o Ensuring adherence to the refund policy and determining when it is appropriate to make exceptions;
  o Liaising with Campus Security in regards to check-in, drop-off, or pick-up procedures; and
  o Overseeing the payroll for camp staff.

- Additional duties and responsibilities as required.
D. Decision Making

- Decides appropriate recreation programs and activities to be offered within program areas.
- Budget planning, preparation and monitoring.
- Recruits, hires or selects, trains, and disciplines or terminates student staff, instructors, and volunteers.
- On-site program management decisions.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

- New or major changes to recreation programs and initiatives, and program priorities.
- Expenditures not included in approved budget.
- Final approval on web and print materials.
- Program plan approval.
- Major pricing changes for recreation programs.
- Major changes in policies and procedures.
- Final budget approval.

SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible.

Sports:
Number of employees reporting directly to position: 30-45 part-time student employees (intramural managers and officials), 35-40 student volunteers
Total number of employees for whom the position has direct responsibility: 30-45 part-time student employees (intramural managers and officials), 35-40 student volunteers

- Responsible for the selection, supervision, and training of student employees, volunteers, and contract instructors, including fitness centre staff, lifeguards (CUPE), intramural staff and officials, course instructors, general volunteers, and award students.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day-to-day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

The incumbent works to accomplish specific objectives as set out by the Director, Recreation. He/she works independently with respect to day-to-day work. There are regular consultations with the supervisor on phases of work but not on specific details. The incumbent is expected to work independently with respect to the delivery of recreation programs. Planning, program and policy development is done in collaboration with the Recreation team.
G. **UNUSUAL WORKING CONDITIONS**
Describe unusual working conditions specialized or any other aspect of the work that should be considered in evaluating this position.

- Required to travel between Vancouver, Burnaby, and Surrey campuses, or to other recreation services or outside agencies.
- Required to work occasional evenings and weekends to run programs and special events, and for term cycles (e.g. start of term).

H. **ENTRANCE QUALIFICATIONS**
What combination of experience, training, and/or formal education do you believe is the minimum required to perform the duties of this position?

- Undergraduate degree in recreation or a related field, with First Aid and CPR Certificates, and three years of related experience in the recreation field, including experience in the development, delivery and evaluation of diverse recreation programs and events, or an equivalent combination of education, training and experience.

- Good knowledge of influences on active living and physical activity behaviour especially as they relate to the university population.
- Good knowledge of student development and student engagement.
- Good knowledge of sport rules and referee techniques.
- Good knowledge of risk-management.
- Excellent organizational, inter-personal, and communication skills (both oral & written).
- Excellent problem-solving and conflict resolution skills.
- Good budget and financial management and administrative skills.
- Good supervisory and volunteer management skills.
- Ability to train, team build, and mentor staff.
- Ability to demonstrate initiative, creativity, and skills for the planning, development and implementation of recreation programs and events.
- Ability to work collaboratively with a team as well as other stakeholders.
- Proficient in the use of word processing, database, and spreadsheet software (e.g. Microsoft Excel, Word).
- Ability to use the internet as a research and communication tool.
- Ability to work flexible hours (i.e. occasional evenings and weekends).
- Ability to arrange suitable transportation to various work locations.
I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the title of the positions reporting directly to it. If more detail is required, add additional blocks.

[Diagram showing organizational relationships]

Senior Director, Athletics & Recreation

Manager, Recreation

Program Assistant Pos. #455

Recreation Coordinator Pos. #7097

Fitness Centre Supervisors (student paid positions)

Instructors (contract positions)

Lifeguards Temp Students (CUPE)

Manager, Recreation Pos. #284

Instructors (contract and student paid positions)

Recreation volunteers

Instructors (contract positions)

Recreation Coordinator Pos. #31062

Recreation Coordinator Pos. #30607

Fitness Centre Supervisors (student paid positions)

Instructors (contract positions)

Instructors (contract positions)

Manager, Youth Programs Pos. #30607

Program Assistant Pos. #628

Clerk Typist Pos. #30530

Clerk Typist Pos. #624

Intramural Managers and Officials (student paid positions)

Intramural Assistant Managers (student volunteers)
J. **APPROVALS**

Incumbent's 
Signature: ____________________________ Date: __________

Supervisor's 
Signature: ____________________________ Date: __________

Signature of Next 
Administrative Level: ____________________________ Date: __________