

Classification	Administrator
Original Date:	June 18, 2021
Pay Group:	14

## **JOB DESCRIPTION – DIRECTOR, ATHLETICS & RECREATION**

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### **NATURE AND SCOPE OF WORK**

Reporting to the Associate Vice-President, Student Success, the Director, Athletics & Recreation is responsible for the administration and management of the Department of Athletics & Recreation, the Centre for Sport & Wellness, varsity athletics, wellness and physical literacy programming, recreation programming, and active health programs. As part of CapU's Envisioning 2030 plan and commitment to the Okanagan Charter, well-being is a central focus of the Department of Athletics and Recreation. The Director is responsible for integrating physical well-being initiatives into all aspects of programming within the department and help facilitate physical well-being programming across the university.

The Director is responsible for ensuring success in the three pillars of the Department of Athletics and Recreation: leadership in well-being and active living, excellence in campus recreation, and excellence in varsity sport. To achieve these aims, the Director provides leadership and supervision to employees (including varsity coaches), manages programming, oversees the facility and finances, and maintains strong connections across university departments. This includes direct connections and collaborations with other campus units including Human Resources, Counselling and Learning Support, Student Affairs, and Kinesiology. The Director works closely with other campus leaders in the strategic development of policies, programs, and opportunities that foster student success and opportunities for engagement for our wider university community.

Beyond the university, the Director of Athletics and Recreation is responsible for relations with a variety of external groups. The Director represents the university at regional, provincial and national athletic associations (CCAA and PACWest), ensuring CapU is a key leader in varsity athletics. The Director also acts as a connection to the regional community to ensure that the Centre for Sport and Wellness is harnessed both as a local community resource and utilized as a source of revenue for the department. The Director is also responsible (in conjunction with CapU Foundation) for supporting fundraising efforts for the department.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **Departmental Leadership**

- Provides leadership, vision, and strategic direction when planning, developing, implementing, and evaluating programs for the department.
- Creates programming consistent with the University's mission, vision, values, strategic directions, Indigenization of programs and the Okanagan Charter.
- Manages and prepares the departmental budget and the integrated planning process based on operating/capital base budget and the various revenue streams.
- Collaborates with key units across campus including Student Affairs, Counselling and Learning Support, Marketing and Digital Experience, Foundations, Facilities, the Capilano Students' Union etc.
- Ensures appropriate systems and procedures for department operation, facility maintenance, scheduling, bookings, accounts payable and accounts receivable are in place.

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- Responsible for recruitment, hiring, training, evaluation and motivation of varying levels of staff, contract employees, student assistants and volunteer positions.
- Identifies areas for continuous improvement and builds structure and support for effective change management.

#### **Active Health, Well-being, Recreation, Intramurals, Physical Literacy**

- Implements the Okanagan Charter, expands, develops, and oversees campus recreational programming and active health programs offered by the Department.
- Develops a variety of recreation and physical activities opportunities to better meet the wellbeing needs and interests of the student body, faculty and employees.
- Develops and implements high quality intramural programming including recreational team sports, drop in programming, individual activities, and large-scale special events.
- Develops and implements a wide range of physical literacy and physical fitness programs for the campus community including fitness and exercise classes.
- Collaborates with the Kinesiology and Outdoor Recreation Departments to strategize ways to enhance wellbeing through academic programs, and student experiential learning opportunities.
- Promotes and develops opportunities outside of the campus for members of the university community to engage in physical well-being and recreational opportunities.
- Provides cross campus leadership in physical well-being, sitting on committees, program consulting etc.

#### **Varsity Athletics**

- Provides leadership, vision, and strategic direction to the management of CapU's Varsity Athletics program. Works closely with Registrar's Office with regard to academic and athletic eligibility, assists coaches in monitoring athletes' academic performance to ensure that their scholastic and athletic goals are successfully achieved.
- Represents Capilano University in all BC Colleges' Athletic Association meetings and, when required, represents the University and the BCCAA at meetings of the Canadian Colleges' Athletic Association.
- Monitors athletic compliance with rules and regulations (academic, PACWEST, CCAA) and the code of conduct, to ensure compliance and integrity of programs, participants and staff.
- Recruits, develops, builds and leads a high performance coaching staff consisting of highly motivated staff that is committed to delivering quality coaching and leadership to student athletes.
- Oversees the scheduling and travel of all teams including exhibition play/league play/provincial and national championships.
- Develops, implements, and manages the athletics awards, scholarships programs and annual banquet
- Oversees development of the student athlete Blues Athletics Council, the Athlete Academic Peer Support program, and student event assistants
- Works with Marketing and Digital Experience to develop a promotional program for athletics and recreation and maintains a productive communication link with regional media and the local community in order to facilitate and encourage quality coverage of varsity athletic events, athlete/coaching achievements, tournaments, championships and special events.

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### **Facility Management**

- Responsible for oversight of the operations of the Centre for Sport and Wellness
- Oversees entrepreneurial initiatives and marketing and promotion needs of the Center for Sport and Wellness facility including rentals to community, public and private sector organizations.
- Maintains an inventory control procedure for purchase, replacement and repair of all facility and program equipment and supplies.
- Oversees the development of policies and practices and ensures the facility and its programs meet risk management and liability best practices and regulations.
- Coordinates facility upgrades, equipment maintenance, safety management, services and facility renovations
- Equips and maintains sport equipment, uniforms, staff gear, weight room equipment, warranties and general maintenance for all Center for Sport and Wellness programs.

### **Fundraising and Revenue Generation**

- Oversees fundraising projects organized by our student-athletes, varsity teams, coaches, athletics alumni association, and student recreation sports clubs.
- Negotiates a variety of facility rentals, rental contracts, sponsorship agreements, service agreements, and special events agreements to support departmental operations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of athletics and recreation programming, service development and management.
- Ability to develop, implement and evaluate athletics and intramural programs and services in a post-secondary environment.
- Demonstrated ability to manage and successfully oversee events and fundraising activities.
- Demonstrated ability and thorough knowledge of sport and recreation facilities management.
- Strong interpersonal, communication, planning, budgeting and collaboration skills
- Demonstrated knowledge of well-being and physical literacy programming
- Demonstrated knowledge of the role of student services, systems and practices in the university environment.
- Demonstrated ability to develop and implement policy in the assigned areas of responsibility.
- Knowledge of recruiting practices relating to student athletes, coaches, corporate sponsors and volunteers.
- Ability to manage, motivate and relate to high performance coaches
- Ability to operate related equipment such as a public address systems, score clocks, AV
- Physical ability to lift and move equipment up to 20 lbs.
- Knowledge of BC Course Articulation Transfer system (BCCAT)

### **EDUCATION/TRAINING AND EXPERIENCE**

- Master's Degree in Physical Education, Human Performance, Kinesiology, Health, Sports Management, or related field or demonstrated equivalent experience.



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- Minimum 5 years' recent related experience in Sport Administration at the college or university level. Management and supervisory experience is required.
- Certification with National Coaching and Administration program preferred.
- Leadership experience of staff and students in the areas of varsity athletics, wellness and physical literacy and active health programming.
- Entrepreneurial ability in maximizing the revenue generating capacity of Athletics and Recreation services, active health programming, and Centre facilities.
- Proven experience in supporting diverse student populations and their needs for physical literacy and active health.