

Class No.:	
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Pay Group:	18

CLASS SPECIFICATION

Athletic Events and Sports Development Officer

NATURE & SCOPE OF WORK

This is event management and sport development work in support of the University's athletics and recreation programs. The Athletic Events and Sport Development Officer has specific responsibilities in the areas of results reporting, event management, social media as well as community sport camp development and competitive club sports development in the department. The incumbent works closely with other department staff and coaches in promoting a positive public profile of Capilano University athletics, recreation and community sport. This position reports to the Manager, Athletics and Recreation.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Plans, organizes, and delivers athletic events and other department events such as league games and tournaments. Assists the Manager, Athletics and Recreation in coordinating special events, provincial and national championships.
- Provides assistance to teams and coaches with team related fundraising initiatives.
- Recruits and schedules a team of volunteers and student employees who work as event staff (Blues Crew).
- Ensures official score sheets and sports information/statistical requirements are properly prepared and that all event results are reported as stipulated by athletic associations and leagues, to the media, CCAA, and the PACWEST. Maintains official files of all score sheets and related official game forms and information for reporting to the Manager of Athletics and league associations.
- Maintains Athletics and Recreation social media profiles in adherence to University social media guidelines. This includes updating content and sourcing images, ensures all copy and logo placements are in line with the university's content.

- Supports the Active Health Programmer with program advertising and promotions.
- Coordinates league and exhibition matches including Blues Crew scheduling and monitoring, set up, webcast logistics, wrap up, game postponements, and scheduling referees.
- Communicates with the Facility Supervisor and attendants regarding the events.
- Organizes and promotes the sport development programs (primarily Spring and Summer Sports Camps), and community programs i.e. CBL, under the supervision of the Manager, Athletics and Recreation.
- Secures the integrity of sport camp and competitive club registrations (CBL) and monitors/upholds University and department policies.
- Records and manages end of day admission and concession sales. Prepares deposits of revenue funds.
- Responsible for term-end reconciliation of all monies generated by and spent for the athletic events.
- Completes an annual procedural update of the events management department manual.
- Provides a year-end report to the Manager.
- May be required to perform manual work in the setup and services of an event.
- Adheres to all WHMIS, TDG and other occupational health and safety requirements and reports hazards immediately.
- Performs other duties related to the qualifications and requirements of the position.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Thorough knowledge of sports statistical programs and web casting.

- Considerable knowledge and maintenance of social media platforms.
- Considerable knowledge of word processing and spreadsheet applications and the ability to upgrade as required.
- Considerable knowledge of sport rules for basketball, volleyball, soccer and badminton.
- Considerable knowledge of the post-secondary sport system in BC and Canada.
- Considerable knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of web and email applications.
- Considerable knowledge of event planning and management.
- Considerable knowledge of audio visual equipment requirements and set up
- Considerable knowledge of the programs, policies and procedures pertaining to the Centre for Sport & Wellness.
- Working knowledge of equipment set up requirements.
- Ability to establish and maintain effective working relationships with, and provide customer service to, other employees, student workers and volunteers, and the general public.
- Ability to work both in a team environment and independently with minimal supervision.
- Ability to organize a team of volunteers and student workers effectively.
- Ability to respond effectively and professionally to public inquiries.
- Ability to follow cash control procedures, make change and issue proper receipts accurately and promptly.
- Ability to organize and multi-task with strong attention to detail.
- Ability to understand and follow complex oral and written instructions and communicate information effectively, both orally and in writing.
- Ability to safely lift and carry merchandise and equipment within the limits defined by the WCB.
- Ability to show confidence in initiating contacts internally and externally.

- Ability to exercise tact, diplomacy and cross cultural sensitivity.
- Ability to maintain accurate records and files.

REQUIRED TRAINING & EXPERIENCE

- Completion of 60 credits of post-secondary education in a program that includes event management, recreation programming or sports administration.
- Two years of programming or event management experience and familiarity with an athletics and recreation environment.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None