

Class No.:	
Original Date:	May 2019
Revision Date:	November 2022 (Title Change)
Pay Group:	24

CLASS SPECIFICATION

CAMPUS RECREATION PROGRAMMER

NATURE AND SCOPE OF WORK

This position will oversee wellness, campus recreation and active health programming by planning, developing and implementing courses, activities and events; overseeing and evaluating external facilitators and programs; promoting all sport, recreation, healthy active living and leisure programs, and special events for all ages and abilities on campus. The incumbent will be responsible for participating in the CapU Wellness Well-being Week and the development of a University Sports Day. This position will also liaise with the Capilano Students' Union and the Student Success area regarding recreation, exercise and wellness activities and collaborating with these groups to offer coordinated wellness and recreation opportunities to students and employees on Campus and in Residence. This position comes under the direct leadership of the Director, Athletics and Recreation.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Creates, implements, oversees and evaluates campus-wide recreation and wellness initiatives that offer programs and services to improve students and employee health and wellbeing.
- Researches what activities or initiatives the campus is interested in and works with external parties and stakeholders to develop and plan courses and initiatives in line with those needs. Plans these activities by engaging in facility allocation, scheduling, identifying equipment needs, conducting a cost analysis, policy and procedure development, result reporting, and assessment of programs or activities.
- Engages staff from all functional areas to work in a collaborative manner consistent with wellness and campus recreation goals and objectives.
- Liaises with student groups and Faculties on Campus to increase awareness of the value of extra-curricular activities and promote participation in active health programs and wellness initiatives. Collaborates with campus partners, to offer programs as part of wellness and campus recreation.
- Organizes, prepares and presents active health programs at various campus and wellness events, and student orientations.

- Develops internal and external communications to publish program offerings, policies and procedures in electronic and print media.
- Oversees necessary intramural requirements for team play such as scorekeepers, referees, umpires, field, tournament scheduling and facility use.
- Provide daily safety inspections of the facilities while maintaining cleanliness of fitness facility, and report concerns to the Director, Athletics and Recreation.
- Order and maintain authorized equipment for sports and exercise and/or facilitate repairs of fitness facility equipment.
- Oversee and update participant required forms.
- Forecasts annual program and activity budget; monitors and adheres to the assigned operating budget. This include equipment cost, instructor fees, etc.
- Arranges the recruiting, hiring, training, scheduling, and evaluating and external facilitators, student employees, practicum students, and volunteers.
- Gathers data and prepares monthly reports, annual reports and statistics pertaining to participation, usage and traffic flow of students and employees in each program.
- Performs other related duties as assigned, including contribution to specific special events as assigned by the Director, Athletics and Recreation.
- 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 AND SKILLS

- Thorough knowledge of word processing, spreadsheet, database, presentation and Internet browsing applications.
- Thorough knowledge of Health & Safety, Wellness and Fitness trends, programs, applications and implementation
- Considerable knowledge of safe practices and procedures related to proper lifting, physical movements, and contraindications in the practice or applications of exercise.
- Ability to communicate effectively and professionally, both written, verbal and through presentations, with a variety of audiences.
- Considerable knowledge of Intramural sport league formation, bracketing, event staffing and tournament direction.
- Understanding of financial literacy and how to monitor a budget and purchase equipment.

- Considerable knowledge of page layout, photo editing, web publishing, social media, database, spreadsheet and word processing applications.
- Ability to maintain a high degree of confidentiality and discretion and to handle sensitive issues with tact and diplomacy.
- Ability to communicate persuasively, both written and verbal, with a variety of audiences.
- 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 act with independence of judgment and to work both in a team environment and independently with minimal supervision
- Understanding how to effectively program and instruct various classes, sports or recreation activities.
- Ability to show confidence in initiating contacts internally and externally.

REQUIRED TRAINING AND EXPERIENCE

- Undergraduate degree in physical education, recreation, sport management or a related field.
- Two years' working experience in a position related to wellness, recreation and/or event management