

Class No.:	
Original Date:	March 2015
Revision Date:	August 2016 PG revised Dec 2018 July 2019 (formerly called Athletics and Recreation Officer)
Pay Group:	24

CLASS SPECIFICATION

Sport Information and Compliance Officer

NATURE & SCOPE OF WORK

Reporting to the Manager of Athletics, this position is responsible for athletic sport information, academic support of athletes, media relations, web site, and athlete eligibility. The position provides administrative support to the Blues Athletics area. This includes varsity athletic teams, coaches, student athletes, and incoming recruits. The incumbent is also responsible for the overall sports information of the varsity sports teams including: communications, marketing, media relations, department web site, statistical reporting as well as meeting all award nominations and league eligibility deadlines. The position liaises with the University Facility staff, head coaches, and student athletes of the various varsity athletic teams, advising, marketing and communications, student affairs, accessibility services, Center for International Experience as well as PACWEST Sport Information Officers and PACWEST personnel. Other duties include preparing press releases, game recaps, as well as pre/post season reviews, manuals, reports and interviews and maintaining the Blues history archive.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Researches, writes and releases sports publicity materials, brochures, booklets, newsletters and coordinates photography as well as the printing and distribution. Compiles information for media.
- Compiles, disseminates and maintains sports statistics on individuals and teams for media, athletic organization and associations and opposing teams in the PACWEST/CCAA, Blues athletic archives and updates records.

- Coordinates eligibility of athletes for reporting to the CCAA and PACWEST and monitors academic status of athletes. Contacts the Registrar's Office to perform student eligibility checks for participation in athletics programs.
- Chairs the Blues Athletics Council
- Reports results and statistics for athletic events to the PACWEST SID and appropriate media outlets.
- Provides academic support for athletes, reporting to coaches, and works with advisors.
- Oversees the Student Athlete Peer Mentor Program.
- Refers athletes to academic and student services to support their academic success, organizes study halls for teams and athletes, and assists the coaches with the organization and standardization of athlete academic progress checks.
- Assists in the organization planning and supervision of national and provincial sporting events at Capilano University.
- Prepares and submits up to date rosters to the PACWEST
- Represents Athletics and Recreation at community events, tournaments, and relevant meetings.
- Updates athletics notice boards.
- Coordinates nominations for awards for CapU Athletics, and other performance based awards. Provides information and nominations for the PACWEST and CCAA Hall of Fame, Conference All-Stars, Player of the Year, Coach of the Year and Athlete of the Week, All-Canadians, Academic All Canadians, CCAA National Scholars, PACWEST Academic Awards etc.
- Updates and maintains Athletics and Recreation websites including writing and updating content and sourcing images; ensures all copy and logo placements are in line with the University's content, branding and social media guidelines and policies while using Presto Sports.
- Participates in the hiring of Staff and Coaches.
- Supports department in conducting special events, school visits, athlete orientation, athletics banquet, provincial and national championships
- May be required to perform manual work in the setup and services of an event.

- Performs other duties related to the qualifications and requirements of the positions.
- 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

- Considerable knowledge of the B.C. Amateur Sports Bodies, high school sport governing Bodies, the function of the Pacific Western Athletic Association (PACWEST) and the Canadian Colleges Athletic Association (CCAA).
- Considerable knowledge of marketing and communications practices.
- Considerable knowledge of photo editing, database, spreadsheet and word processing applications.
- Knowledge of sports and community athletics
- Ability to maintain professionalism at all times, deal with difficult people and respond effectively to public inquiries.
- Ability to supervise and motivate people
- 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 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 show confidence in initiating contacts internally and externally.
- Ability to exercise tact, diplomacy and cross cultural sensitivity.
- Ability to maintain accurate records and files.
- Ability to safely lift and carry merchandise and equipment within the limits defined by the WCB.

REQUIRED TRAINING & EXPERIENCE

- Completion of a Bachelor's degree in Sport Administration, Sport Marketing and Communications, Human Kinetics or related degree; Must have a knowledge of the post-secondary sport system in Canada.
- Three years of experience in post-secondary athletics/recreation and academic environment and athletics event production, promotion and marketing through sports information.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None