



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00497</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Sport Coordinator</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Athletics</b>		

## General Description

Responsible for coordinating all aspects of designated Canadian Interuniversity Sport (CIS) and Ontario University Athletics (OUA) team operations. Requires extensive collaboration with coaches, members within Athletics and Recreation, and the broader campus community to ensure the appropriate level of service and support is provided to organizers and participants.

## Representative Duties & Responsibilities

- Collaborates with league conveners, coaches and officials to develop schedules that meet the requirements of all parties involved. Coordinates and schedules the use of practice and game facilities for sporting events.
- Coordinates and schedules travel arrangements, lodging and meals for University teams and will, as required, provide the same service to visiting teams.
- Develops strategies to reduce overall operating costs, maximize revenue and generate additional revenue streams for the department and teams.
- Monitors and reconciles team budgets.
- Sources and negotiates pricing with vendors for the purchase of team uniforms, apparel and equipment.
- Writes a variety of documents such as correspondence to request and confirm schedules, accommodation and travel arrangements.
- Monitors each teams compliance with the development of recruitment information and training sessions, athlete orientation programs, and compliance with the MARS program.
- Assists with the recruitment and hiring of coaches as directed by the Director of Athletics & Recreation.
- Hires and processes payment for game officials required for various sporting events.
- Circulates team specific and program wide information notices across the campus community.
- Provides students with documentation required to validate their status as student-athletes.
- Reviews services and programs offered to interuniversity athletes and ensures that student feedback is considered when revising existing services and developing new services.
- Represents the department, as requested, on committees, working groups and task forces.

## Supervision

- Ensures adherence to quality standards and procedures for work study employees and volunteers.

## Qualifications

- 2 year Community College diploma in Sports Management or related field.
- Requires 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process correspondence, schedules, orders, and invoices.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information to word process schedules, orders, and respond to inquiries.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Coordinating and scheduling the use of practice and game facilities for sporting events.
  - Coordinating travel logistics for teams.
  - Monitoring and reconciling team budgets.
- A typical work day occasionally requires high mental effort for activities such as:
  - Developing strategies to reduce overall operating costs, maximize revenue and generate additional revenue streams for the department and teams.

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## Working Conditions

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### Physical Environment:

- No adverse physical elements are inherent to this position.

### Psychological Environment:

- Occasionally interacts with clients who may be rude or upset.
- Frequently handles competing requests from multiple sources.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00497</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Sport Coordinator</b>	Total Points:	<b>423</b>
Job Family:	<b>Athletics</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.5</b>	31
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>4.0</b>	64
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5