

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 #:	JD00715	Pay Grade:	10
JD Title:	Recreation Coordinator	JD FTE Hours:	35
Job Family:	Athletics		

General Description

Responsible for overseeing and managing a recreation program including budgeting, coordinating services, and the scheduling, utilization, and maintenance of equipment. Provides expertise in developing and implementing classes and initiatives, and serves as a program resource to faculty, staff and students.

Representative Duties & Responsibilities

- Plan, develop, schedule and implement programs, training, and workshops including curriculum development and inclusive programming.
- Contribute to the development and implementation of a marketing and promotional strategy for recreation programs and workshops.
- Facilitate focus groups and surveys on classes, equipment, the facility, and programming.
- Analyze results to assess client satisfaction and identify opportunities for centre and program improvements.
- Develop and conduct training and certification programs for staff and ensure all staff are properly certified.
- Develop and implement emergency procedures and protocols related to recreation programs and the use of equipment.
- Write content and maintain program information on the department website.
- Write a variety of documents including, but not limited to, training manuals, reports, correspondence, posters and flyers.
- Track data for program and facility use and write summary reports accordingly.
- Compile information and develop reports that document the performance of the programs.
- Develop the program budget for review and approval.
- Develop estimates of time, resources, and budgets for various program activities and events.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Receive and resolve customer complaints. Escalate problems to appropriate parties.
- Plan and coordinate a variety of events and activities.
- Operate and oversee the use of specialized equipment.
- Assess needs of clients, including those with special needs.
- Develop strategies, procedures, and protocols for dealing with behavioural problems and special needs of participants.
- Design the layout of equipment and optimize the use of available space.
- Research equipment lines and products for future purchase.
- Troubleshoot equipment problems and identify maintenance requirements.
- Maintain and order program supplies.
- Demonstrate a variety of physical activities and the use of equipment to others.
- Research training and risk management information to ensure that best practices in the field are utilized.
- Apply risk management and health and safety policies and procedures in all aspects of the program.
- Gather protocols and procedures from other programs to follow industry trends related to standards of care and programming.
- Remain current with new information by reading peer reviewed journal articles and recent publications relating to relevant trends.

Supervision

- Ongoing responsibility for hiring and supervising 10 or more casual employees at any one time.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience, including one year of supervisory experience.
- Certification in a specialized field or discipline may be required.

Effort

Physical Effort:

- A typical work day consists of up to 2 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Lifting and moving moderate weight and awkward equipment.
 - Periods of standing to monitor activities and events.
 - Performing routine maintenance on equipment.
- A typical work day consists of up to 2 hours of high physical effort for activities such as:
 - Demonstrating a variety of physical activities and the use of equipment to others.
 - Lifting and moving heavy and awkward equipment.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Scheduling and implementing programs, training, and workshops.
 - Analyzing results to assess client satisfaction and identifying opportunities for centre and program improvements.
 - Tracking data for program and facility use and writing summary reports accordingly.
 - Compiling information and developing reports that document the performance of the programs.
 - Developing the program budget for review and approval.
 - Developing estimates of time, resources, and budgets for various program activities and events.
 - Receiving and resolving customer complaints.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Planning and developing programs, training, and workshops including curriculum development and inclusive programming.
 - Facilitating focus groups and surveys on classes, equipment, the facility, and programming.
 - Developing marketing and promotional strategies for recreation programs and workshops.
 - Developing strategies for dealing with behavioural problems and special needs of participants.

Working Conditions

Physical Environment:

- Occasionally exposed to unpleasant odours such as body odour.
- Occasionally exposed to biological substances such as blood.
- Occasionally exposed to dust and dirt when facilitating recreational activities or repairing equipment.
- Occasionally required to work outside in a range of weather conditions.
- Occasionally required to wear protective equipment when demonstrating or participating in recreational activities.

Psychological Environment:

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

Health & Safety:

- Demonstrating various physical activities and the use of recreational equipment.
- Lifting and moving heavy equipment.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00715	Pay Grade:	10
JD Title:	Recreation Coordinator	Total Points:	635
Job Family:	Athletics		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	4.0	78
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.5	80
Working Conditions	12. Physical Environment	3.0	18
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16