

**CARLETON UNIVERSITY
POSITION DESCRIPTION**

PART A

OFFICER USE ONLY

Employee Name:

1. Title:

Title of Immediate Supervisor:

**Assistant Manager, Children & Youth
Programs**

2. Position No: 298102

3. Level: L7

Position Title:

Recreation Program Coordinator

4. Evaluated by:

Date:

Department:

Athletics

5. Approved by:

Date:

PART B

Position Summary

Reporting to the Assistant Manager, of Children & Youth Programs, the incumbent is responsible for the administration and implementation of the Camps and Adult Hockey League programs and other relevant programs/events that foster student/faculty/community engagement in the Department of Recreation and Athletics.

The incumbent provides leadership and supervision to a large number of casual and student employees who assist in the delivery of programs related to the operation of leagues, camp and youth programs, including assisting in the planning, delivery and evaluation.

PART C

Primary Duties Performed

Camps and Youth Programs

65%

- Implements camp and youth programs such as Summer Camps, March Break Camps, Holiday Camps, PD Day Programs, Ravens Sports Days and birthday parties, including scheduling, day-to-day administration, staffing, equipment, planning and purchasing, quality control, etc.,
- As part of the delivery of all programs, the safety and security of all participants is a top priority. The Recreation Program Coordinator is responsible to maintain a consistent high standard of safety and supervision of program participants. As an example, it is important to maintain safe children-to-staff ratios in all camps, according to 'industry standards' and Carleton standards.
- Confirms lunch arrangements and schedules, for all spring-summer camp programs with Food Service provider. Encourages on ongoing communication and feedback with Food Service provider, to ensure that campers are receiving quality lunch services.
- Works with Campus Safety regarding parking and drop off/pick up of children. Safety is the primary concern, along with smooth transition for parents and campers at drop-off/pick-up times. Communication of parking and safety expectations to all parents and distribution of approved 'parking chits'.
- Coordinates with the Assistant Manager and Aquatics supervisor to ensure that campers are in the appropriate level in swimming lessons and parents' receive completed progress reports (mid-session and end of session). Ensures that the camp staff are assigned and fulfill on-deck safety supervision duties, during the recreation swims.
- Assists with the recruiting, hiring, training, supervising and evaluating of the Ravens Sports Days, Holiday, March Break & summer camp employees (casual, part-time and volunteer).

- Assists with the staff orientation meetings for Holiday Camps, March Break camps and Ravens Sports Day programs.
- Assists with the summer camp training, which includes two full days of training in late June, prior to the first session of summer camps.
- Supports camp staff in day-to-day problem solving, group dynamics and behaviour management.
- Communicate effectively with parents, when following-up with camper behaviour issues or medical/injury concerns.
- Assists in ensuring that all part-time staff are documented appropriately with HR Payroll. Assists in verifying and processing the part-time and casual camp program staff hours in Banner Payroll, in accordance to University policy and procedures.
- The approximate number of part-time staff working annually in camp program is (100).
- Ensures that all part-time camp staff are oriented regarding Health & Safety, WSIB procedures, rights and responsibilities etc.
- Maintains up-to-date qualification files for all Staff (eg. Police Checks, First Aid/CPR, NCCP Levels, WHIMIS etc.).
- Ensures that all injury reports for campers or part-time staff, are completed, reviewed and forwarded to the Assistant Manager.

Adult Hockey Program:

25%

- Assists with the delivery of the men's and women's adult hockey program.
- Assists with the creation of hockey league schedule, divisional alignment and corresponds with team reps for updates to schedule.
- Assists in managing/processing payments and registrations for adult hockey.
- Assists with the selection , training and supervision of the part time hockey league staff (scorekeepers) , to administer and operate the adult hockey program;
- Assists in the creation of hockey league scorekeeper schedule.
- Assists in verifying the hockey league part time and casual staff hours via Banner Payroll in accordance to University policy and procedures.
- Ensures that all part-time hockey league staff are oriented regarding Health & Safety, WSIB procedures, rights and responsibilities etc.
- Maintains up-to-date qualification files for all Staff (eg. Police Checks, First Aid/CPR, NCCP Levels, WHIMIS etc.).
- Ensures that all part-time staff are up-to-date and ready to respond to all first aid or facility emergencies.
- Ensures that all injury reports for adult hockey league participants or part-time staff, are completed, reviewed and forwarded to the Adult League Officer.
- Assists in maintaining on-going communication with the adult hockey participants through the team captains;
- Verifies and maintains the list of participants registered in the adult hockey program.
- Maintains up to date information such as results, standings and program information.
- Maintains adult hockey program activity records, participation rates and other relevant data information.
- Assists with intramural leagues administrative tasks as required.

Other Duties

10%

- Serves on Committees as required (eg. Programs/Membership, Part-time staff committee, ERC (Emergency Response)).
- At the request of the Assistant Manager assists and support other members of the campus recreation unit, and Athletics & Recreation in general to foster a culture of collaboration between programs;
- Other duties as assigned by Director and/or the Manager of Business Development.

Note: Flexible work hours including frequent evenings and weekends according to program needs will be required.

PART D

Specifications: (to be completed by Supervisor in conjunction with Employee)

1. KNOWLEDGE:

a) Minimum amount of formal education required:

Completion of a two-year college program in a related field, plus First Aid/CPR and AED Certification, (current or ability to complete within one month of hire.)

b) Minimum amount of relevant work experience required:

Three years' of related experience coordinating camps and youth programs, including supervising a large number of part-time seasonal staff.

c) Minimum amount and type of continuing study required:

- The incumbent must have substantial work related experience in a sport and recreation environment and preferably knowledge on how to organize, coordinate and deliver sport competitive schedules.
- The incumbent must also have work related experience working with children and youth. A thorough understanding of gender and age differences, child development issues, behaviour management, group dynamics and children's health and safety issues is important. Experience dealing with parental concerns and complaints, special needs campers and child welfare intervention procedures is necessary.
- An understanding of the Child Welfare Act and liaison requirements of the Children's Aid Society in any disclosure of parental 'abuse or neglect' is required. Sensitivity and understanding to protect the camper is a priority. A knowledge of group dynamics and the sports camp 'bully' is also important.
- Good working knowledge of Excel and Microsoft office, and registration software.

Elaborate on (a) and (b) justifying the amount of each specified above by detailing what the incumbent has to know and what skills are required of the incumbent in the performance of the duties:

- Experience and demonstrated ability to train, supervise and motivate part-time, seasonal staff.
- Strong interpersonal skills are necessary to interact with administration at various levels, other professionals, as well as the general public.
- Very familiar with the part time staff training, policies and procedures, emergency protocols and risk management for camp and all youth programs.
- Must be service-oriented and be capable of dealing with a wide variety of constituents.
- Must be highly skilled in delivering and implementing innovative and stimulating programs.
- A high degree of independence, allowing for initiatives to develop flexibly, quickly and appropriately.
- A proven ability to elicit and foster trust, develop positive working relationships and work effectively with other allied health professionals.
- Ability to exercise discretion, good judgement, and solid decision-making.
- Strong organizational skills and time management abilities are essential. The incumbent must be result oriented, assuming responsibility for implementation and completion of projects/initiatives.
- Ability to work flexible hours, including some evenings and weekends, when required.

2. COMPLEXITY OF DUTIES:

Duties of the position are varied and performed with minimum supervision. The incumbent is required to interpret and apply principles and procedures of operation on a day to day basis, in order to meet the needs of the student population and the community for camp programming.

While performing the duties of this position, the incumbent follows established guidelines and procedures in order to resolve the problems. The incumbent is required to exercise basic judgement, resourcefulness and creativity when dealing with client's complaints and issues regarding programs offered and level of service provided. Major problems are referred to the supervisor for resolution.

The incumbent makes recommendations and prepares reports, for the supervisor, regarding the equipment and staffing needs. The incumbent is responsible to making decisions and prioritizing his/her tasks.

The incumbent is responsible for assigning work schedules of part time employees and provide adequate supervision in the camp and hockey league programs.

The incumbent needs to excellent record keeping skills in order to ensure that part time staff are paid accurately and on time.

An in depth knowledge of Excel and Word is imperative to create spreadsheets and client documents.

3. ACCOUNTABILITY:

The spring-summer camp programs provide the department with over \$2 million in revenue, Errors made by the incumbent could result in measurable time loss of clients and/or supervised staff. Facility set up, equipment safety and part time staff supervision of the programs is essential in order to avoid potential injuries of the clients. Error made by the incumbent regarding the equipment functionality and supervision of children's safety may result in complaints to the supervisor or possibly a law suit to the University which will result in a loss of goodwill and reputation for the Department of Recreation and Athletics and University as a whole. In addition, if clients are not satisfied with the programs they may cancel registration or not return or recommend the programs, which will result in the loss of revenues.

4. NATURE AND LEVEL OF CONTACT:

a) purpose of contacts:

The incumbent is responsible for the compliance of schedule for student employees and ensuring that the facility is appropriately staffed during the hours of operation.

b) Level (check one) - regular and continuous only and as specified in Part 'C'

- other employees in same work unit or office
- the above plus students; faculty in the same work unit; or employees from other departments or offices at a similar job level to the incumbent.
- the above plus the general public,
- all the above plus senior University executives and senior officials from government, private industry, other universities, etc.

5. SUPERVISION/MANAGEMENT CONTROL EXERCISED:

a) Describe the type of supervisory/management control exercised. Indicate responsibility for overall direction of a section/department/unit either independently or through subordinate supervisors if applicable.

Assist with the hiring, training, supervision and review of the work of up to 50 casual and/or student staff. The incumbent assigns and checks work of staff and ensures that assigned tasks are completed in

accurate and timely fashion. The incumbent informs supervisor of staffs performance and punctuality.

b) Indicate the level of employees directly (not through subordinates) supervised.

i primarily support managers of section consisting of (i)

iii primarily supervisors of (ii), or employees

ii primarily specialized technical, administrative or journeyman trades

iv primarily management level

c) Indicate number directly supervised.

0 1 - 5 6 - 10 10+

NOTE: Under the Occupational Health and Safety Act, the incumbent is required to be familiar with the Act and the regulations that apply to the work being performed in the work unit. The incumbent is also charged with ensuring that employees in the unit are made aware of their rights and obligations under the Act.

Signed by:

Employee

Date

Approved by:

Assistant Manager, Children & Youth Programs

Date

Assistant Director, Business Development

Date