



Assistant Director of Athletics & Recreation

Department:	Athletics & Recreation
Faculty/Staff/Management	Staff, management
Load/Term:	Full-time

Job Purpose

The Assistant Director of Athletics & Recreation oversees four main areas of responsibility: game days, athletics/recreation facility management, summer camp programming, student, and student athlete experience. The ADAR will provide leadership to student workers, student leaders, and student athletes while working collaboratively with coaches and other athletic staff.

Duties and Responsibilities

A. Game Day Management and Supervision

- Work with Athletics staff and coaches to ensure a first-class experience for fans and student-athletes at varsity exhibition and regular season games.
- Hire, train, schedule and supervise minor officials for game days
- Hire and train a Game Day Coordinator who is either a student worker or an Applied Leadership intern.
- Greet and host visiting teams, answering questions, and informing them of necessary information (or have Game Day Coordinator be responsible)
- Supervise and be accountable for finances from ticket and concession sales
- Ensure crowd management and coordinate fan involvement at half-time/breaks between sets
- Act as the secondary first-aid responder for medical emergencies (Athletic Trainer will be the primary first-aid responder)
- Manage set-up and take-down all necessary equipment for home games and athletic events
- Coordinate local youth groups, sport clubs and high school teams coming to home games as guests of Bearcats Athletics
- Oversee the webcasting of all Bearcat home games, as well as the exchange of game film with visiting teams

B. Columbia Place Facility Management

- Oversee the athletics and recreation facilities which are mainly found in Columbia Place. This would include cleaning schedules, maintenance requests, communication and signage related to hours of operation and facility protocols, etc.
- Work with Athletics staff and rental groups to ensure a first-class experience for groups that rent.
- Hire, train, schedule and oversee gym supervisors.

- Communicate weekly with all gym supervisors to ensure they are kept informed and have all the cleaning supplies required for their shifts.
- Occasionally assist the Director of Athletics & Recreation with rental bookings and other related tasks for the maintenance upkeep and potential upgrades of the facility.

C. CBC Camps for Kids

- Create and implement an annual calendar of day camps for kids that fosters a caring and fun environment. These camps should include activities that help promote physical literacy through sport and should clearly communicate Christian values.
- Research best practices for day camps. Find practical ways to implement these practices so that CBC camps are known for their quality and care of kids.
- Be responsible for all social media platforms used to promote camps and/or coordinate with CBC social media platforms to ensure camps are marketed well.
- Hire, train, schedule and supervise day camp staff for camps.
- Oversee the budget for camps in coordination with the Director of Athletics & Recreation.
- Coordinate and manage the administration of camp registrations to ensure all camp participants have completed the required forms and waivers prior to the start of camp.
- Oversee the day-to-day activities with camps and be the main contact person on behalf of the camps with parents. Coordination being the focus not being a camp counsellor.
- Enforce policies and procedures, including disciplinary procedures. Be consistent in enforcing the policies and procedures with both participants and camp counsellors.

D. Student Athlete Experience

RECREATION

- Meet weekly with the recreation student leader to ensure they have all that they need to run weekly intramural programming for students
- Work with the recreation student leader to coordinate monthly events and tournaments for students
- Ensure that the CBC recreation Instagram page is used regularly to promote all that is going on with CBC recreation throughout the year
- Manage the Fitness Centre and Women's Fitness Room to ensure fitness equipment is in good working order and that the facilities are clean and safe.

STUDENT ATHLETES

- Create and implement an annual calendar of events and activities for student athletes that fosters a caring and fun environment (e.g., training camp, kickoff event, Christmas gathering, awards banquet, community service activities, team mission trips, events through Athletes in Action, etc.). The student athlete experience should include activities that both create a sense of belonging and fun but also provide experiences for meaningful spiritual growth.
- Research best practices for the game day experience of student athletes. Find practical ways to implement these practices so that Athletics is known in the PACWEST for the game day experience of both our student athletes as well as those that visit from opposing teams.
- Help coordinate all Bearcats social media platforms (including the Bearcat Athletics Instagram, Facebook, Twitter, blog, etc.). Create meaningful and engaging content to both interact with Bearcats fans & family members as well as to promote CBC to potential student athletes.
- Keep the Clearbrook road billboard updated with upcoming game information
- Assist the Director of Athletics & Recreation with other athletics events as required

Qualifications

A. Education/Experience

- Bachelor's degree or equivalent in a related field
- Experience working in the athletics and/or working in recreation/running camps
- Current First Aid and CPR Certification (will be required by start date)
- Skilled in people management, administration, communication, and relationship building. Able to work well with others and lead teams
- Ability to work independently with minimum supervision
- Class 5 driver's license

B. Character

The Assistant Director of Athletics & Recreation will be expected to:

- Aspire and model the Staff & Faculty Attributes
- Model to students in character and behavior the Bearcats Culture, as well as the "Expectations & Guidelines of the CBC Community" as outlined in the Student Handbook
- Be a good team player within Columbia Athletics helping wherever needed
- Able to maintain healthy relationships, and respect the various levels of authorization granted to staff and faculty within the organization as a whole
- Agree with and committed to the CBC Mission Statement, BCMB or MCBC Confession of Faith, and Responsibilities of Community Membership Statement
- Maintain membership in good standing in a local Christian church

Working Conditions

Office, gym, and outdoor environments

Physical Requirements

In good physical health to oversee programming for game days, recreation, student athlete events and camps.

Statement of Relationships

The Assistant Director of Athletics & Recreation is accountable to the Director of Athletics & Recreation as their immediate supervisor.

The Assistant Director of Athletics & Recreation supervises student leaders, student workers, and others as assigned.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Grid Classification:	
Date Approved by HR Committee:	
Reviewed:	

