



### **Coordinator of Athletics & Recreation**

*The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.*

Department	Athletics
Staff/Management/Faculty	Staff – Non management
Load	100%

#### **Job Purpose**

The Coordinator of Athletics & Recreation – Game Day, Student Experience, & Summer Camps is a full-time position which oversees four main areas of responsibility: game days, student experience (for both student athletes and CBC students for recreation), facility management of Columbia Place and summer day camps. The Coordinator of Athletics & Recreation will provide leadership to student workers, student leaders, student athletes and summer camp counsellors while working collaboratively with coaches and other campus 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.
- Greet and host visiting teams, answering questions, and informing them of necessary information pertaining to the facility and games.
- Supervise and be accountable for finances from ticket and concession sales.
- Ensure crowd management and coordinate half-time and breaks in sets activities.
- Act as the secondary first-aid responder for medical emergencies (Athletic Trainer will be the primary first-aid responder)
- Set-up and take-down all necessary equipment for home games and athletic events.
- Assist the Director of Athletics & Recreation with other athletics events as required.
- Coordinate local youth groups, sport clubs and high school teams coming to home games as guests of Bearcats Athletics.
- Oversee the webcasting of all Bearcats home games, as well as the exchange of game film with visiting teams.

## **B. Student Experience**

### **Athletics**

- 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 Bearcats 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.
  - Be responsible for 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 college community and local media outlets up to date on a regular basis about Bearcat Athletics.
  - Keep the Clearbrook road billboard updated with upcoming game information.
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- **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.

## **C. 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.
- Assist the Director of Athletics & Recreation on occasion with rental bookings and other related tasks for the maintenance upkeep and potential upgrades of the facility.

## **D. Summer Camps**

- Responsible for coordinating summer day camp programming and the scheduling of camp counsellors.
- 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.
- Book facilities for all planned activities and provide outlines to camp counsellors.
- 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.

- Enforce policies and procedures, including disciplinary procedures. Be consistent in enforcing the policies and procedures with both participants and camp counsellors.

## Qualifications

### A. Education/Experience

- Bachelor's degree or equivalent in a related field (preferred)
- Experience working in the athletic field (or have been a student athlete)
- 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 Coordinator of Athletics & Recreation will be expected to:

- Model and encourage a Christ-centered life.
- Model to students in character and behavior the Bearcat 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.
- 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

Needs to be in good physical health to oversee programming for game days and student events.

## Statement of Relationships

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

The Coordinator of Athletics & Recreation supervises student workers as assigned.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Grid Classification:</b>	
<b>Date Approved by HR Committee:</b>	
<b>Reviewed:</b>	