

Nipissing University
POSITION DESCRIPTION

POSITION:	Manager, Intercollegiate Sports
DEPARTMENT:	Athletics
EMPLOYMENT DEFINITION:	Full-time Administration
SALARY LEVEL:	SL 5
SUPERVISOR:	Director of Athletics

SUMMARY OF FUNCTIONS:

Reporting to the Director of Athletics, the Manager, Intercollegiate Sports assists the Director in leading the overall operation of a comprehensive athletic program. The Manager is responsible for the implementation of athletics through promoting excellence, integrity, and achievement among student-athletes at Nipissing University. The Manager works in close collaboration with students, coaches, and staff in various positions across the university to oversee the development, implementation, and assessment of athletic programming. Responsibilities include working with the Director of Athletics regarding all elements of leadership and evaluation of all full, part-time and volunteer coaches.

The Manager acts as an ambassador of the University in the recruitment of top-quality coaches and athletes and building a distinctive reputation for high quality Athletics and sports teams at Nipissing. The Manager will also liaise with external service providers as well as provincial and national organizations to promote and coordinate sport across Canada.

DUTIES & RESPONSIBILITIES:

Leadership and Management

(30%)

- Assist the Director with the development, implementation, and monitoring of department policies
- Provide leadership and mentorship to coaches, assistant coaches, as well as student staff and volunteers
- Contribute to the design and implementation of tools to assess the athletics programs, analyses student-athlete needs, promotes continuous improvement, and demonstrates program effectiveness and success
- Remain up to date on current developments and emerging trends in varsity athletics through active participation in conferences and workshops, professional organizations, and research/literature
- Research and assist with the development opportunities for increasing competitive sport programming
- Manage the development and maintenance of competitive schedule and all logistical team components, including those related to league play, camps and community
- In collaboration with Student Development Services, assist with the development of appropriate education and outreach activities surrounding varsity athletes

Varsity Management and Compliance

(20%)

- Manage the development and maintenance of processes that ensure teams operate in compliance with the policies and regulations of Nipissing Athletics, USports, OUA, Nipissing University and other governing bodies as applicable (i.e. eligibility, athletic scholarships, and doping education & control)
- Develop and maintain a coordinated, integrated, and high-performing service delivery within the varsity athletic program, particularly ensuring constant evaluation and redevelopment of department practices to maximize contribution to the student experience

- Manage, and assist with the development, implementation and assessment of annual awareness programs and education
- Provide guidance to the coaches in the effective management of their areas
- Review and update policy pertaining to Lakers Student Athlete Code of Conduct and ensure the integrity of the Student Code of Conduct and appeal process
- Provide assistance with disciplinary action for student-athletes who have breached Student Athlete Code of Conduct
- Troubleshoot issues related to varsity athletes regarding residence, academics, player coach relationship and campus activities and refer situation to appropriate jurisdictions when required
- Ensure the effective development, implementation and maintenance of a risk management program that ensures athlete and fan safety
- Direct student athletes to appropriate support and resources to assist them in achieving satisfactory progress towards graduation (i.e. peer tutoring)

Human Resources Management

(30%)

- Manage schedules and delegate tasks to ensure proper workflow within the department
- Set goals for performance and deadlines in ways that comply with the University's plans
- Ensure that employees understand their duties or delegated tasks
- Monitor employee performance and productivity and provide constructive feedback and coaching
- Assist with resolving concerns or issues brought forward by employees
- Provide training and overseeing the orientation of new employees
- Actively seek out and recruit high quality professional coaches in support of all athletics programs, as well as all professional recreational staff needed to operate the Varsity programs
- Ensure effective tools are developed and practiced for full and part time staff management, including hiring, training, and all other matters related to performance management
- Coordinate professional development opportunities for coaching staff
- Evaluate and discuss employee performance based on an assessment of individuals' work and achievement to provide feedback and address performance related issues as part of the employee development process
- Participate in the Annual Performance and Development Process as required in conjunction with the Human Resources Department
- Oversee all aspects of home game logistics for varsity programs during scheduled events, this will include game requirements, staffing and supervising all internet broadcasts

Budget

(10%)

- Assist the Director in managing varsity team program budgets, tracking special accounts for reporting purposes, to ensure appropriate management and accountability of funds
- Regularly meet with Head Coaches to monitor individual budgets
- Ensure coaches are aware of the budget and track expenses to the budget

Community Engagement & Partnerships

(10%)

- Manage the promotion and organization of major celebratory events, including the Athletics Awards and Athletic/Academic Awards Breakfast
- Support the promotion and organization of community initiatives and programs that Lakers student athletes engage in on behalf of Nipissing University, including Junior Lakers affiliates
- Represent Nipissing University at provincial and national athletic organizations, including USPORTS and OUA providing leadership and advocacy on committees within these organizations
- Manage the coordination of and/ or participate in community, partnership and fundraising activities, including open houses to support Nipissing Athletics

Any other duties as assigned.

QUALIFICATIONS:

Education: A bachelor's degree in Sports Administration/Physical Education or closely related field

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- A minimum of four years of progressive experience, preferably in a student-focused environment with a background in athletics and recreation, student development or post-secondary education
- Experience in both general management and financial management
- Budget management/funding model experience necessary
- Experience in assuming a leadership role in the development of superior quality new programs and improvement within the field of sport
- Must receive a negative Criminal Record Check/Vulnerable Sector Check (i.e. have not been convicted of a criminal offence for which a pardon has not yet been granted)
- Ability to work in a team environment as well as independently
- Experience in mentoring students and staff to strive for excellence
- Experience working in multi-faceted programs
- Certification in CPR and First Aid
- Broad knowledge and intensive understanding of university sport and recreational programming
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to deal courteously and effectively with all people
- Knowledge of problem solving skills
- Knowledge of supervision theory and practice to reflect openness and encourage communication
- Understanding of Risk Management process
- Knowledge of the diversity and special interests of the service users
- Excellent time management skills
- Coaching skills
- Negotiation and conflict resolution skills
- Team building skills

RELATIONSHIPS/CONTACTS:

Supervised by: Director of Athletics

Positions Supervised:

- Men's and Women's Soccer Coach
- Men's and Women's Cross Country Coach
- Men's and Women's Nordic Coach
- Men's and Women's Hockey Coach
- Men's and Women's Volleyball Coach
- Men's and Women's Basketball Coach
- Men's and Women's Rowing Coach
- Men's Lacrosse Coach
- Women's Ringette Coach

Internal:

- Staff, Students and Faculty

External:

- General Public
- Other Universities and Colleges Directors and/or Directors of Athletics
- The Media
- User Groups (i.e. athletics)
- Representatives of other agencies and organizations
- OUA (Ontario Universities Athletics)
- USPORTS (Canadian Interuniversity Sport)
- CUFLA
- Parents
- Prospective Students
- Alumni
- Medical Practitioners
- Professional Associations and Sport Organizations
- High Schools – coaches, teachers, guidance
- Community Groups
- City of North Bay

MATERIALS UTILIZED

- Policy and Procedures Manuals
- Datatel and Web Advisor
- General athletic and recreation equipment (balls, nets, weights, stair stepper, racquets, etc.)
- General Office Equipment
- Collective Agreement (OPSEU – Full-time and Part-time)
- First Aid Equipment and Materials
- Scoreboards

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Moderate to heavy Exertion (a variety or mix of standing, walking, sitting, climbing, lifting, etc.)
- Considerable visual, listening and mental concentration
- Occasionally move athletic equipment
- Considerable evening, noon hour, and weekend work
- Some overnight travel (8-10 times per year)
- Separate office with work station

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Date

Employee (Signature)

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Approvals

Supervisor

Date

Human Resources

Date