

Nipissing University
POSITION DESCRIPTION

POSITION:	Director, Athletics
DEPARTMENT:	Athletics
SALARY LEVEL:	Eight (8)
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Vice-President, Finance & Administration

SUMMARY OF FUNCTIONS:

Reporting to the Vice-President Finance & Administration, the Director, Athletics is responsible for the strategic development, implementation, management and evaluation of all varsity sport and club sport programming at Nipissing University. Recognizing Athletics is an integral and integrated part of the University community, the Director will serve as a member of the University Management Group and contribute to the overall leadership and management of the institution's priorities to achieve its vision. The Director is also responsible for the development and maintenance of the Athletics Departmental budget and the supervision and operation of the Student Athletics Centre, the Education Centre Field and all associated personnel.

The Director is accountable to the Vice-President Finance & Administration to create and continually update a progressive long-term vision and plan for Nipissing University Athletics that best serves the objectives of the students, the department and the University, while maintaining financial viability. The plan will include developing and maintaining successful fundraising strategies. The position works closely with the Assistant Vice-President, Students to provide a seamless student experience that enhances learning and promotes success.

The Director is the official University Representative for sports-related initiatives and must have an in-depth understanding of the USport system, as well as familiarity with National Sport and Provincial Sport organization structures. The Director should also be aware of national high-performance sport initiatives so that teams and student athletes may take advantage of opportunities to represent their region, province and country. The Director also acts as an ambassador of the University in the recruitment of promising student-athletes and builds a distinctive reputation for excellence in competitive sport and recreation programming, facilities, and athlete supports that result in external recognition for Nipissing student-athletes' academic and athletic accomplishments.

DUTIES & RESPONSIBILITIES:

Policy Development & Strategic Planning	(25%)
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- Develop policies and procedures that follow best practices for implementing a safe sport environment aligned with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)
- Provide leadership and coordination for a comprehensive long-term strategy for all matters relating to student interuniversity activity, including ongoing assessment of the competitive and recreational environments as they relate to enhancing the student experience and ensuring a long-term sustainable plan for the provision of the services
- Develop a five-year strategic plan to establish the future directions for athletics at the institution that aligns with the university's strategic mandate
- Responsible for the development, implementation and monitoring of department policies
- Research and develop opportunities for increasing competitive sport programming and athlete support services

- In collaboration with Student Developmental Services, oversee the development of appropriate education and outreach activities surrounding varsity athletes' mental health, sexual violence prevention, and holistic development
- Work closely with representatives from across the institution to address issues arising from and the implementation of current institutional policies as well as act as a consultant on the development of policies relating to student life and the university wide level

Intercollegiate Program Management

(20%)

- Develop and maintain a coordinated, integrated, and high-performing service delivery within the varsity athletic and club program, particularly ensuring constant evaluation and redevelopment of practices to maximize contribution to the student experience, with a strong commitment to diversity, equity, and inclusion to foster an environment where all students feel valued and supported
- Research, develop and implement policy pertaining to Student Athlete Code of Conduct and ensure the integrity of the Student Code of Conduct and appeal process
- Research, develop and implement policy pertaining to the conduct of coaches and all volunteers considered to be part of the coaching staff
- Ensure the effective development, implementation and maintenance of a risk management program that ensures athlete and fan safety
- Supervise eligibility certification and record and submit all documentation related to student-athlete awards
- Submit all sport declaration forms yearly. Maintain detailed up-to-date knowledge of rules and regulations as well as policies and procedures for the USPORTS, OUA, CUFLA and the University and advise coaches and Administration on existing and new legislation interpretations and amendments related to academics
- Monitor financial aid thresholds
- Supervise recruiting activities and distribution of recruiting documentations and regulations
- Work and assist the Manager of Intercollegiate Sports and Athletic Therapists to oversee all the USPORTS and OUA mandated education, awareness and drug education and testing programs

Budget & Facility Management and Planning

(20%)

- Meet regularly with Athletics staff to monitor overall athletics budgets and communicate updates
- Provide financial oversight of all resources available to varsity athletics and responsible for strategic and appropriate use of the overall budget
- Identify and evaluate existing and incremental funding opportunities (including government and private sector funding) to ensure the university is positioned to meet its identified long-term goals
- In collaboration with the Campus Sales & Services and Advancement departments, develop fundraising plans as well as revenue-generating programs such as fee increases, sponsorships, etc.
- Ensure ongoing maintenance needs of the facility are being adequately planned and completed, and prepare capital budget requests in coordination with the Facilities department
- Responsible for the management and scheduling of facilities to ensure optimal utilization rates between Academic, Varsity and free student gym time
- Responsible for the daily operation and management of all aspects of the athletics department
- Coordinate with the Director of the School of Physical & Health Education regarding facility bookings to ensure academic regulations and requirements are being met

Human Resources Management

(15%)

- Foster a culture of respect, collaboration, and inclusivity within the athletic department, ensuring that all student-athletes, coaches, and staff feel valued, supported, and empowered to contribute to a positive and cohesive team environment
- Resolve concerns or issues brought forward by employees

- Actively seek out and recruit high quality professional coaches in support of all women's and men's athletics programs, as well as all professional recreational staff needed to operate the Varsity programs
- Assist in the development of individual objectives for staff, and monitor performance
- Develop and leverage relationships with appropriate contributors who can positively impact the ability for varsity athletics to meet its goals. This will include students and student governments/associations, academic and academic support units on campus, recreational and varsity governing bodies in Ontario and Canada, alumni, various levels of government, etc.
- Participate in the hiring of new employees within the department, providing training and oversee the orientation
- Participate in the Annual Performance and Development Process

Business Management and Development

(10%)

- Work with the External Relations and Advancement Office on the development of short and long term marketing and public relations of athletics; establishing standards, vision and context, to enhance the image and knowledge of Nipissing Athletics to internal and external constituents
- Build a positive relationship with local press to ensure consistent and positive coverage of the Athletic program and sporting results
- Oversee the organization and coordination of special events (i.e. Athletic Banquet, Summer Soccer and Volleyball Camps, Youth Leagues, Provincial and National Championships)
- Collaborate with Procurement to lead negotiations on required contracts related to products and services in support of programs (Apparel Agreement, Bus Contract, Facility signage contracts, Provincial and National Championship Bids)
- Develop Athlete Financial Award contracts and documentation related to the regulations of the USPORTS/ OUA with Financial Aid Department

Other Duties

(10%)

- Act as Department/University representative on special committees and at events related to Athletics and Recreation both internally and externally
- Maintain current membership or delegation of membership and voting rights in the appropriate Ontario (OUA) and National (USPORTS) group
- Steward the Athletics Advisory Board and serves as the ex-officio on any athletics and/or recreation subcommittees and ensures equitable allocation of resources as determined
- Work closely with representatives from across the institution to address issues arising from and the implementation of current institutional policies as well as act as a consultant on the development of policies relating to student life and the university wide level
- Provide information, presentations and workshops for schools, school boards, business partners, parent groups, etc.

Other duties as assigned

QUALIFICATIONS:

Education: A Bachelor's degree in Business, Sports Administration, Physical Education, or a related field is required. A Master's degree is considered an asset.

Training and/or experience may be substituted for formal academic training

Training, Experience, Knowledge & Skills Required:

- Eight to ten years of relevant progressive experience, preferably in a student-focused environment with a background highlighted by student development expertise or post-secondary education and athletics and recreation, including both general management and financial management experience
- understanding of the USport system, and familiarity with National Sport and Provincial Sport organization structures
- Budget management/funding model experience is necessary
- Experience in assuming a leadership role in the development of superior quality new programs and improvement within the field of sport
- 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
- Significant experience in preparing and implementing strategic plans within an academic setting
- A record of experience with financial management, revenue generation, and/or fundraising
- Certification in CPR and First Aid
- 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)
- Broad knowledge and intensive understanding of university sport and recreational programming
- Excellent oral and written communication skills
- Excellent interpersonal skills with the 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 and team building skills
- Strong negotiation and conflict resolution skills

RELATIONSHIPS/CONTACTS:

Supervised by: Vice-President Finance & Administration

Supervises:

- Manager Intercollegiate Sports
- Athletic Therapists
- Athletic Clerk
- Athletics Technician
- Coaches
- Sports Information Coordinator

Internal Contacts:

- Students, Staff, and Faculty

External Contacts:

- 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)
- OCAA (Ontario College Athletics Association)

- USPORTS (Canadian Interuniversity Sport)
- CCAA (Canadian Colleges Athletic Association)
- CUFLA (Canadian University Field Lacrosse Association)
- 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
- Ellucian and Web Advisor
- All athletic and recreation equipment
- General Office Equipment
- Collective Agreement (OPSEU – Full-time and Part-time)
- Scales
- First Aid Equipment and Materials
- Scoreboards

PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS

- Moderate 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)

Approvals

Supervisor

Date

Human Resources

Date