

Nipissing University
POSITION DESCRIPTION

POSITION:	Director, Intercollegiate Sports
DEPARTMENT:	Athletics
SALARY LEVEL:	Seven (7)
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Assistant Vice-President, Students

SUMMARY OF FUNCTIONS:

Reporting to the Assistant Vice-President, Students, the Director of Intercollegiate Sports is responsible for the strategic development, implementation, management and evaluation of all varsity sports and club sport programming at Nipissing University. The Director will serve as a member of the Student Development and Services Leadership Team, and contributes to the leadership and management of the institution's priorities to achieve its vision. Duties and responsibilities include the recruitment, selection, and retention of the coaching staff. The Director will lead the development of Player Development and Training programs as well as a Coach Development and Training Programs, oversee the Code of Athlete Student Conduct as well as Awareness Programs and Education.

The Director is accountable to the Assistant Vice-President, Students to strategically lead the development, management, administration, operation, rationalization, assessment and viability of all Nipissing University varsity athletics and clubs. The position is accountable for providing an integrated student service which impacts student learning and success.

This Director also acts as an ambassador of the University in the recruitment of top quality athletes and building a distinctive reputation for high quality Athletics and sports teams at Nipissing.

DUTIES & RESPONSIBILITIES:

Policy Development & Strategic Planning

(20%)

- The Director provides 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 and the Divisional Strategic Framework
- Responsible for the development, implementation and monitoring of department policies
- Ensure that athletic strategies are priorities and integrate into the University Strategic Plan, and in conjunction with the Assistant Vice-President, Students to ensure Athletics remain a priority for student life at Nipissing University
- Provide training, orientation, monitoring, and supervision regarding standards of athletic programs
- Research and develop opportunities for increasing competitive sport programming
- Program and policy development as it relates to varsity athletics
- In collaboration with SDS, lead the development of appropriate education and outreach activities surrounding varsity athletes mental health, sexual violence, 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

Budget

(5%)

- Regularly meet with Head Coaches to monitor individual budgets, communicate updates
- Provide financial oversight of all resources available to varsity athletics and is responsible for strategic and appropriate use of the overall budget
- The Director will work to 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

Intercollegiate Program Management

(35%)

- 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
- Development, implementation and assessment of an annual player development and training program.
- Development, implementation and assessment of annual awareness programs and education
- The Director guides the coaches in the effective management of their areas. The Director assists the overall management of Nipissing University Student Development and Services supports by participating in the decision-making processes of the other units reporting to the Assistant Vice-President, Students and of other appropriate management bodies of the university
- 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
- Discipline student-athletes who have breached Student Athlete Code of Conduct, and 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)
- Development of Player Development and Training programs as well as a Coach Development and Training Programs, oversee the Code of Athlete Student Conduct as well as Awareness Programs and Education
- 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, CCAA, OUA, OCAA, 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
- Oversee all the USPORTS and OUA mandated education, awareness and drug education and testing programs
- Provide information, presentations and workshops for schools, school boards, business partners, parent groups, etc.

Human Resources Management

(30%)

- Actively seek out and recruit high quality professional coaches in support of all women 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
- 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
- Develops and leverages relationships with appropriate stakeholders 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.

- Ensure effective tools are developed and practiced for full and part time staff management, including hiring, training, salary administration, promotions, reclassifications, and all other matters related to performance management.
- Responsible for the development, implementation and annual assessment of a Coach Development and Training Program

Other Duties

(10%)

- Other duties as assigned

QUALIFICATIONS:

Education:

A Bachelor degree in Business, or Sports Administration/Physical Education or closely related discipline combined with a minimum of four years of relevant experience

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

Training, Experience, Knowledge & Skills Required:

- A minimum of four years of 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
- 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
- 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
- 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

POSITION RELATIONSHIPS:

Supervised by: Assistant Vice-President, Students

Supervises:

- 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

RELATIONSHIPS/CONTACTS:

Internal Contacts:

- All students (full-time and part-time), administration, faculty and staff
- Various University Committees (e.g. NUSAC, Athletics Advisory Board, Nipissing/Canadore Joint Athletics Committee, etc.)
- Department Heads
- School of BPHE
- Student Councils (NUSU and CSRC)
- Campus Media

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
- 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
- All athletic and recreation equipment (balls, nets, weights, stair stepper, racquets, etc.)

- All current standard office equipment (computer, telephone, fax, printers, internet, etc.)
- Collective Agreement (OPSEU – Full-time and Part-time)
- Scales
- First Aid Equipment and Materials
- Scoreboards

PHYSICAL DEMANDS AND 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

Director of Human Resources

Date