

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The incumbent is responsible for planning, organizing and directing recreation programs and residence services for all students attending Aurora Campus. This includes maintaining the recreation facilities, organizing recreation and sporting events and activities and analyzing recreation needs including the effective and efficient operation of all aspects in student residence. The incumbent works within the context of the College's vision and principles and in accordance with the Aurora College Policies and Procedures Manual. The Student Housing & Recreation Officer will work 50% of the time in the recreation office and 50% of the time in the student services administrative office.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The incumbent contributes to the effective operation of the Aurora Campus by providing a full range of housing and recreational services to the student services staff and reports to the Director of Student Services. The incumbent provides student check-in/outs, accepts applications, maintains appropriate Student Records System, tracks student meal ticket records and sales, liaises with the Finance Manager, maintains records, files, distribution/circulation of student information and schedules 3<sup>rd</sup> party accommodations. Other services provided are assisting with organization of Student Orientation, Student Council, Aurora College Week, and other related campus events.

The incumbent makes a significant contribution to the experience of College life for students attending Aurora Campus by providing opportunities for recreation and sporting activities. The incumbent is expected to organize and coordinate a wide variety of activities to meet the needs of students. Failure to provide such opportunities will limit the availability of recreation and sporting opportunities for students and their families and therefore impact the College experience.

The incumbent is given a great deal of latitude to develop recreation and residential services and is responsible for assisting in the development and implementation of relevant policies and procedures. The incumbent is also responsible for monitoring, repairing and replacing a significant inventory of recreation and sports equipment that is available for loan to students.

The range of programs offered by this position is significant and changes annually based on the needs and interests of students. Programs offered including such areas as hockey, volleyball, curling, basketball, soft ball, badminton, ping pong, pool, traditional sports and games, cross country skiing, snow shoeing, tennis, games and so on. The Incumbent is expected to have an understanding of, and ability to participate in, each of these areas.

## RESPONSIBILITIES

1. Supervise, organize and coordinate a variety of recreational activities for adult students and their families

### Main Activities

- Works closely with student council in organizing and coordinating student activities on campus.
- Schedule and organize recreational activities
- Prepare and distribute publicity materials such as posters and flyers
- Demonstrate and participate in various games and sports
- Assists with the Recreation Leadership Program field work students
- Develop and maintain an inventory system for recreation equipment
- Develop, promote and run broad based recreation services and develop an annual schedule
- Identify and coordinate volunteers to run campus recreation programs
- Promote the campus as a responsive community oriented institution. Using a strong customer service oriented approach, the position will act as a liaison with community groups and agencies to provide regular access to campus facilities and services.
- Assist with planning Aurora College special events and projects including Fall Orientation, Aurora College Week, Career Days and graduation.

2. Supervise, organize and coordinate a variety of residential services for adult students and their families.

### Main activities:

- Prepare incoming student packages: lease, guidelines, addendum, for students
- Maintain a residence module and student record system
- Create individual and monthly invoices for rent and meal tickets for students
- Ensure delivery of damage, cleaning, meal tickets invoices to students
- Attend all financial meetings to cross reference payments/invoices.
- Inform all students of issues relating to with cafeteria, Laundromat, PW&S visits, etc.
- Update daily a student residence list for security and the student counsellor with contact numbers and rental units and communicate to appropriate parties
- Process requisitions including follow-up and inventory of furniture received
- Prepare confidential reports and documents using a variety of computer software including word processing, database, spreadsheets, and telecommunications
- Schedule accommodation request for outside parties.

3. Analyse recreational and residential needs and resources

Main Activities

- Maintain records of all Aurora Campus information such as up-coming courses, meetings, events, employment opportunities, photos and enter into the Student Success Information Broadcast using PowerPoint or other graphics software on a daily basis.
- Communicate regularly with students to ensure recreational and residential activities meet their needs
- Communicate regularly with residence and other staff to evaluate recreation programs and residential needs.
- Introduce and develop recreational activities for the purpose of meeting specified individual and group recreation and sports needs.

4. Provide advice on the purchase of new equipment, furniture, and materials and maintain repair records.

Main Activities

- Supervise the storage of equipment, furniture, and materials
- Coordinate the repair and/or replacement of equipment, furniture and materials
- Purchase new equipment and materials as required
- Submit budgets for the purchase and repair of materials and equipment
- Maintain the equipment, furniture and systems
- Monitor equipment that is loaned out to students
- Inventory and tag all new furniture delivered to a family unit

5. Liaise with representatives from other organizations and agencies serving the community

Main Activities

- Meet regularly with other recreational leaders and coaches to ensure that the College recreation program is integrated with other programs within the community
- Plan competitive and non-competitive events between Aurora College and other community groups and/or Colleges

6. Organize special events and other activities

Main Activities

- Organize and participate in special events such as barbeques, picnics, nature walks, cross country skiing days etc.
- Assist the Student Counsellor in organizing and coordinating convocation, Career Fair, Aurora College Week, and holiday events

7. Recreation Facilities

Main Activities

- Schedule all gym activities
- Follow policy and procedures to limit access to facilities except to those with passes or College Right of Use
- Assist orienting gym staff to ensure participants adhere to rules and regulations
- Ensure the recreation facilities are clean and safe
- Report all building maintenance items for repair or replacement

8. Complete other related duties associated with the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

(Describe the level of knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

- Relevant diploma plus 1-2 years related recreation experience in an educational institution.
- Knowledge of and demonstrated skills in recreation techniques
- Knowledge of the financial administration processes within the college
- Ability to work in a cross cultural setting
- Excellent interpersonal skills and the ability to work in a team environment.
- The incumbent of this position requires sound knowledge of a wide variety of recreation and sporting activities. This includes a wide range of sports, recreational games such as cards, pool tournaments and traditional northern games.
- The incumbent also requires knowledge of coaching and coaching theory and an understanding of northern cultures and traditional recreation activities.
- The incumbent must have knowledge of the following computer programs: word processing, spreadsheets, power point and student records system.

**Skills**

The incumbent of this position requires skills in the areas of:

Adaptability	Analytical thinking	Client service
Conceptual thinking	Crisis management	Evaluation and assessment
Implementation	Influence and persuasion	Leadership
Listening	Planning and problem solving	Relationship building
Verbal and written communications skills	Team building	Excellent interpersonal skills

**Abilities**

The incumbent of this position must be

Accepting of change	Cooperative and friendly	Dedicated and hardworking
Honest	Positive and flexible	A role model for students
Respectful of others	Self-confident	A team player

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

There are significant physical demands for this position. The incumbent is expected to regularly teach and participate in recreational and sporting events. The incumbent is also expected to lift and repair heavy equipment on a regular basis.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent has an office in the recreation facility and in the administrative building but is expected to be accessible in areas that are often very noisy with a great deal of activity.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent spends a great deal of time in areas where there is a great deal of activity and which are often very noisy. The incumbent must be especially adept at listening and to understand others from a variety of cultural backgrounds. The incumbent may also spend long hours on the computer which requires a great deal of attention and detail.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Stress can be caused by the physical nature of many of the activities and the fact that students can become frustrated and agitated with each other during campus activities and complaints on housing issues. Stress is also caused by the need to deal with student concerns and personal problems such as loneliness and being away from their home communities.