

## Job Description

### Varsity Athletics Coordinator (12-Month Term)

**Reports To:** Manager, Athletic Operations - Varsity

**Mission:** *To create an environment that inspires a passion for student success.*

### Desired Results of the Position

- A prideful and spirited Wolves branded campus engaged in our story elevating the Athletics Department and Students' Association image.
- An ambitious social media strategy for our multiple channels representing the components of Athletics. (Fitness, Recreation and Varsity)
- Well-developed content, designed and built, creating a solid online presence with the website or any other platforms.
- An organization meeting the Ontario Colleges Athletic Association (OCAA) and Canadian Collegiate Athletic Association (CCAA) guidelines and critical timelines with accuracy and attention to detail.
- Develop and implement innovative game day experiences that will excite and engage our fans.
- Ensure a positive student-athlete experience.

### Nature and Scope

Reporting to the Manager, Athletic Operation – Varsity (MAOV), the incumbent is responsible for assisting with the administration of the Algonquin Wolves varsity athletics program to assure the provision of a comprehensive program to all students. The individual contributes to the mission of the SA by developing and executing sport information and sports media relations strategies for the varsity athletics programs. The incumbent aims for outstanding personal performance through effective communication, enthusiasm, and competence. This position must establish and maintain a productive, harmonious relationship with all students, college staff and members of the media to advance and support the image and reputation of the Students' Association.

## **Job Duties**

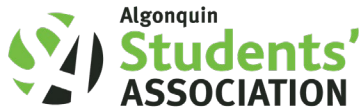
- Assist the MAOV to ensure OCAA/CCAA requirements are correctly completed and returned to the governing bodies.
- Assist in the management of sports information requirements with respect to but not limited to: Conference websites, nomination forms, championship bulletins, schedules, and media.
- Assist the MAOV, as required with all administrative requirements related to varsity athletics.
- Assist in overseeing Wolves website and social media platforms.
- Recruit, schedule, train, and supervise varsity part time staff.
- Oversee the equipment portfolio for varsity teams.
- Administer and manage the delivery of varsity events.
- Archives all athletics photos, videos, games and events for historical purposes.
- In coordination with the Marketing Department, develop merchandise & promotional material.
- Assist in delivery of varsity awards and social event.
- Coordinate various departmental meetings for staff, coaches and athletes.
- Organize media day and athlete orientation.
- Oversee community initiatives, alumni relations, and special events.
- Responsible for the regular cleaning and proper storage of Mascot.
- Attend professional development to ensure continued personal growth and remain knowledgeable of current industry trends.
- Remain knowledgeable in the use of current information technology.
- Other duties as assigned.

## **Core Competencies**

- Communication and Teamwork
- Planning and Organizing
- Detail Oriented and Problem Solving
- Adaptability and Flexibility

## **Desired Skills and Qualifications**

- The ideal candidate will have a diploma in sport management, communications, marketing, public relations, or related field.
- Experience in delivery of athletics programming preferably in a college/university setting.



- Knowledge of college/university programming, regulations, and services.
- Initiative and the ability to organize and complete assignments to deadline independently.
- Strong organizational skills, self-initiating work ethic.
- Strong written and oral communication, problem solving and organizational skills.
- Commitment to customer service.
- Strong leadership, confidence with energetic interpersonal skills.
- First Aid/CPR certification.

### **Compensation**

- Hourly rate \$33.02
- 4% vacation pay paid biweekly with pay.
- This position is a 12-month term position, 35 hours a week.
- Irregular work hours (day, evening and weekend shifts) and varied work week schedule is required due to the nature of athletics. This can be disruptive to work-life balance.

### **Application Process**

Algonquin Students' Association values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Workplace accommodations are available.

While we thank all those who apply, only those to be interviewed will be contacted. If interested, please submit one PDF containing your cover letter and resume to:

Cheryl MacEwen, Manager, Athletic Operations – Varsity  
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