#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** High Performance Varsity Sport Coordinator

**Job Number:** A-287 | VIP: 1286

**Band:** OPSEU-8

**Department:** Athletics & Recreation

**Supervisor Title:** Assistant Director, Sport & Student Engagement

**Last Reviewed:**  November 15, 2023

#### **Job Purpose:**

Reporting to the Assistant Director, Sport & Student Engagement, the High Performance Varsity Sport Coordinator is responsible for providing leadership and strategic direction for the Excalibur varsity program, inclusive of the development of the varsity student-athlete high performance pathways, coach development, safe sport policy and sport science support to ensure a culture of inclusive sporting excellence.

This role demands a high capacity for strategic development, multi-faceted planning, and program leadership. The Coordinator must have a comprehensive understanding of the issues and trends related to leading and supporting varsity student-athletes and coaches and the programs and services required to support high standards of academic and sport performance. The Coordinator will lead the advancement of long range high performance plans which include developing and implementing programs and services to support athletes and coaches in their pursuit of excellence. The Coordinator also establishes cultural goals that allow student-athletes and coaches to aspire to the highest levels of sport standards in a safe environment. This role is also responsible for building strong relationships with leagues including the OUA, USports, and CUFLA.

#### Key Activities:

##### High Performance Student-Athlete & Coach Development

* Responsible for the development, implementation, assessment, and management of six varsity sport programs and three competitive varsity club programs.
* Oversees the Head Coaches, Assistant Coaches and Excalibur Varsity Recruiter to establish athlete identification and recruitment of top student-athletes.
* Oversees Head Coaches and develops annual high performance programs and implements a detailed monitoring and review process that will capture program gaps and ensure athlete welfare is a priority.
* Provides student-athlete support, resources and leadership, helping the University continue to meet the evolving needs of the student-athlete experience.
* Strengthens student-athlete growth and development and responds to student-athlete behavioural issues.
* Receives and manages initial safe sport concerns and complaints and provides advice and guidance when appropriate.
* Oversees and provides leadership and direction to the 1EX Student-Athlete Council.
* Establishes and manages effective working relationships with coaches and technical advisors (Athletic Therapists, Strength Training and Conditioning Coaches, Nutritionists, Mental Health professionals, Sports Psychiatrists, etc.).
* Liaises with other Trent University departments to support student-athletes (academic advising, academic skills, student services, wellness centre, crisis management, student conduct, sexual violence).
* Revises and ensures all policies are up-to-date, and aligns with informed best practices, including student-athlete code of conduct, coaches code of conduct, coach contracts.
* Ensures student-athlete eligibility and compliance with OUA/USports/CUFLA policies, procedures and governance.
* Liaises with Registrar’s Office and coaches as required and ensures that reporting requirements and deadlines are met with respective sport league.
* Leads in hiring new coaches.
* Develops and ensures that all coaches complete all annual training, education, and contractual requirements.
* Recommends and develops opportunities for coaching development throughout the year.
* Directs pre-season and end-of-season performance evaluations for all coaches, including meeting with coaches to ensure best practices are supportive of our student-athletes with the goal of providing a positive student-athlete experience.
* Works with the Assistant Director, Sport & Student Engagement, the Excalibur Recruiter and the Recruitment and Admissions Office in recruiting student-athletes to Trent.
* Develops and delivers varsity student-athlete orientation session, including student conduct, safe sport, CCES, concussion education, mental health, eligibility, and compliance to ensure 100% participation and eligibility of varsity student-athletes.
* Works with external provider to ensure that Athletic Therapists and in season medical support is available to all teams.
* Communicates with varsity student-athletes to coordinate annual program review, enabling all student-athletes the opportunity to evaluate all aspects of the varsity program.
* Develops working relationship with Trent Kinesiology Department, to manage placement students within the Athletics and Recreation Department.
* A point of contact for coaches, other universities and the leagues in which Trent participates for all varsity business.
* Attends league meetings (OUA/USports/CUFLA) and applicable Provincial Sport Organization meetings.
* Enhances Excalibur Alumni engagement as a model to further support varsity programs.

##### Event Management

* Coordinates all statistical and sport information requirements, deadlines, and procedures.
* Ensures that all logistics required for varsity home games are coordinated as required, per league standards.
* Leads a team of student staff (set-up crew, statistics, livestream, announcer, writer, etc.) to ensure that game set-up is completed as required, and the game/event is executed and run in an efficient and entertaining way for fans.
* Ensures all game scores, statistics and game film are recorded, uploaded and digitally submitted with the appropriate software to the respective leagues, within two hours of the game completion.

##### Student-Staff Leadership

* Hires and supervises student staff for the Varsity Event team, including student team lead and varsity administrative support staff. Provides on-going supervision and feedback to student staff to ensure that job responsibilities are fulfilled.
* Works with Trent University, Fleming College, and other institutions in providing internship opportunities for students in the operation of the varsity program, including business, media, administration, retail, research, fundraising, event operations etc.

##### Administration

* Develops annual varsity program budget, including operating budgets for all 12 teams: monitors and tracks expenditures.
* Manages all Trent varsity team uniforms and clothing; acts as liaison between the varsity teams and the varsity clothing supplier; develops replacement schedule for uniforms.
* Manages all Trent varsity team equipment to ensure the quantity and standard is suitable for training and competition: acts as liaison between the varsity teams and the equipment suppliers; develops replacement schedules for all equipment.
* Leads and coordinates team training camps, working with coaches and Conference Services to arrange accommodations, meals, and ensuring that field bookings are secured.
* Responsible for and coordinates all travel arrangements for team away games during season.
* Works effectively with other departmental staff, providing support and guidance to other members of the department in general as may be required from time to time.
* Works with other department staff in planning annual varsity events, including the President’s Excalibur Golf Tournament, Homecoming Weekend, hosting Championship events, the Academic All-Canadians Reception and the Athletic Awards Banquet.
* Coordinates Athletic Financial Awards and Bursaries with the Assistant Director, Sport and Student Engagement, and the Financial Aid Office and the Advancement Office.
* Works with the Marketing & Communications Assistant, and the Assistant Director, Sport & Student Engagement, to promote Excalibur student-athletes and coaches and the Excalibur brand and ensures that game recaps, or other timely information is prepared for and distributed on Excalibur social media channels.
* Participates in the Athletic Advisory Council meetings.

#### Education Required:

* Post-Secondary Diploma or Degree (3 year) in Sports Administration, Physical Education/Kinesiology.

#### Experience/Qualifications Required:

* Minimum two (2) years of progressive work experience in coordinating a university or college level varsity sport program and planning of high performance sport programs.
* Demonstrated knowledge and experience eligibility parameters in university sport and with a wide variety of sport rules and game requirements with OUA, USports, CUFLA.
* Experience in high performance coaching and student-athlete development.
* Computer skills: Internet and Microsoft Office (Excel, Access, and Word), Legend Recreation Management Software, Blackboard.
* Ability to set and achieve strategic objectives and perform in a fast-paced, and rapidly changing environment.
* Ability to influence positive change.
* Must have excellent interpersonal, customer service and communication skills (both verbal and written) and the ability to interact effectively with coaches, student-athletes, staff, and external stakeholders.
* Excellent organizational, time management and planning skills.
* Proven ability to work independently.
* Experience managing staff; experience hiring, training and supervising student staff.
* Current Standard First Aid and AED.
* Valid Ontario Driver's license (Class ‘G’ minimum) and access to a vehicle.
* Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant.
* Ability to be flexible and adapt to changing situations.
* Ability to work evenings, weekends, holidays and during league season and scheduled University closures is required. (Note: This position requires on-site attendance at numerous athletic events, and the individual is required to work flexible hours according to the event schedule, including frequent evening and weekends as required).

#### Supervision:

* Part-time Student Staff (15-20)
* Excalibur Coaches (60)
* Strength Training & Conditioning Coach
* Partner with External Contractors to provide Athletic Therapists for Excalibur Varsity Program