Supervisor of Sports Programs and Martial Arts

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Supervisor of Sports Programs and Martial Arts

Athletics

Temporary full-time from August 1, 2021 to April 22, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0264

Please read the Application Instructions [1] before applying

As a member of the Fitness and Recreation Division within the department of Athletics, the Supervisor of Sport Programs and Martial Arts is responsible for the smooth and profitable operation of all programming within this portfolio. The Supervisor will provide oversight of the service to all students and individuals looking to participate in Intramurals, Instructional Classes, Community Leagues, Clubs and Team Building, providing excellent customer service and acting as an Ambassador for the University of Guelph at all times.

This position is responsible for the programming, evaluation, and instructor supervision of instructional sport and martial arts classes for each of the Fall and Winter semesters.

Intramural Leagues which are available to all students, are an integral part of our student experience. The Supervisor manages a team of approximately 211 part time staff and 7 lead student staff for the September through April period in order to administer the Intramural and League Program. They are responsible for all IT related issues with the league scheduling software, as well as for our virtual programming and e-Leagues and they must be able to adapt in-person Intramural and League program to meet all Covid19 public health guidelines as required.

The Supervisor will act as the liaison with the 24 active clubs with approximately 1600 members and is responsible for managing the student club facilitator as a liaison between clubs and the clubs office. This position will also act as a liaison to many sport organizations that our club teams participate in including; OIWFA, Equestrian Canada, Cheerleading Canada and Quidditch Canada. The incumbent will be responsible for approving return to play plans for each club following Covid19 public health guidelines.

The Supervisor is responsible for developing and facilitating year-round team building and leadership sessions targeted to internal and external stakeholders of the campus community. These include virtual and in-person guided sessions designed to build leadership skills and foster teamwork.

The Supervisor is responsible for all programming, budgeting, execution, and evaluation of the entire portfolio which includes creation and functional monitoring of budgets that generate $101,250 in revenue and have operating expenses of $244,500 annually. They are responsible for the human resource management and experiential learning of part time staff and will assist with marketing efforts for programming including keeping relevant website pages up to date.

This position is responsible for concussion management for clubs and intramurals as well as club insurance, club travel, and setting policy and procedures for high risk club activities. They are responsible for training staff and club coaches to ensure our programs are safe. The incumbent will also be responsible for reviewing current Covid19 protocols and modifying programming accordingly, to ensure the safe delivery of these programs.

Requirements of this position include:
Undergraduate Degree in a related field along with several years of experience working in a provincial, national or university Fitness & Recreation organization. A combination of related experience and education may be considered. Previous experience working in intramurals or club management would be considered a strong asset. Excellent leadership skills and demonstrated experience successfully leading and developing high performing teams and programs. Strong organizational skills. Student centered philosophy. Works well within a dynamic and demanding environment. Strong computer skills including proficiency with Microsoft Office Applications. Strong communication, listening, problem solving and conflict resolution skills. Ability to work independently and effectively to meet established deadlines.

Hours of work: As majority of programming is in the evening this person must be willing to work flexible hours when required and be available to support student staff during evening and weekend hours when programming is running.

(Covering) Position Number 042-062
Classification P04
[2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 16
Closing Date: 2021 06 30

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