## LEVEL DEFINITION

This level covers positions responsible for the day to day administration of an athletic or recreation program area within an Athletics & Recreation (A&R) program.

## TYPICAL RESPONSIBILITIES

May include: leading the front-line programming of a program area, staff planning and allocation, operational systems and other resources; managing external relations with various external stakeholders; day to day financial resource management; working in collaboration on program marketing and promotion; leading hourly staff recruitment, hiring, day to day supervision of a large staffing structure (40+ hourly staff); providing input in the areas of program development and implementation.

## DECISION MAKING / LEVEL OF ACCOUNTABILITY

Makes decisions regarding the day-to-day administration of the program area including allocation of staff and resources.

## SUPERVISION RECEIVED

Works under general managerial direction. Work is reviewed in terms of overall service level, effective utilization of resources and conformance with policies and guidelines.

## SUPERVISION EXERCISED

Manages staff, students or volunteers and is responsible for hiring, disciplining, evaluation and termination.

## MINIMUM QUALIFICATIONS

Undergraduate degree in a relevant discipline. Minimum of one year of professional experience, or the equivalent combination of education and experience.

Updated October 27, 2022