

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ATHLETICS & RECREATION Level A, Pay Grade 6

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.