

University of Prince Edward Island  
Department of Athletics and Recreation  
Campus and Community Recreation Manager

Job Description

Reporting to the Director of Athletics and Recreation, the incumbent is responsible for all aspects relating to the planning, operating and maintenance of Athletics and Recreation facilities and for the development, direction and implementation of diverse and innovative opportunities for physical activity, health fitness and special events to serve the campus and community at large. The Manager is a member of the senior management team and acts as Director in his/her absence.

The Manager leads a facilities team that has a customer service outlook and supports programs and services that aspire to a culture and environment of excellence. The incumbent is responsible for the leadership, administration and supervision of all facility personnel, policy development facility use, as well as for scheduling, annual and deferred maintenance, reserve planning, equipment acquisition and inventory etc. and for the provision of all necessary services to provide suitable and safe environments for all customers.

Revenue generation is a key objective of Athletics and Recreation. The Manager is responsible to optimize facility use, balancing programming requirements to allow for maximization of space and the creation of financial plans that increase and diversify sources of revenues from facilities initiatives at a suitable level to sustain high quality recreation, inter-university and community programs with the need to achieve financial targets from facility/service revenues.

The Manager participates in annual and long term planning, policy development and overall financial planning and resource allocation. This key leadership role interfaces with Athletics and Recreation personnel, campus departments, student, faculty, community groups on matters relating to the use of athletic facilities. The position involves a high degree of independent decision-making, responsibility and personal initiative.

Responsibilities Include:

- Participation in the development and ongoing review of a strategic plan creating long term and annual performance targets for facilities, programs and services. This involves regularly monitoring against targets, evaluating annual performance, assessing investments and adjusting resource support as necessary to achieve targets and update plans.
- Responsible for the overall leadership, coordination and supervision of Athletics and Recreation facilities services and staff. Short and long range strategic planning for Athletics and Recreation space development including facility management, operation, maintenance, IT, budget preparation, human resource allocation, supporting training and development needs, capital investment, deferred maintenance, major equipment acquisition, equipment inventory, allocation, and use of physical space and facility policies.
- Recommend and implement changes to policy and procedures necessary in order to adapt to new practices and procedures within the department.
- Responsible for budget development, reserve planning, and monitoring, facility annual and deferred maintenance schedules, major equipment acquisition, assignment of work to external service providers etc.
- Provide leadership to the Director including assessing strategic needs, staff selection, direction, supervision and evaluation. Manages all staffing and grievance responsibilities. Establish annual targets and KPI's. Regularly monitor and evaluate performance against established targets and provide feedback.
- Primary liaison and interface with facility services, campus security, health and safety, hospitality and event services etc.
- Liaise with external venue providers regarding Athletics and Recreation facility use (City, Schools, PSO's) promotes, sells and approves major event reservations/contracts utilizing Athletics and Recreation facilities.

- Responsible for developing and reviewing policies and procedures related to facilities. Liaise with broad cross-section of customers to ensure that the facilities are operated in an effective, safe and efficient manner.
- Collect and conduct statistical analysis of facility and equipment use and prepare and present reports as required.
- In collaboration with the Director and other UPEI departments, develop short and long term plans for facility renewal and replacement that ensures and provides for continuity of programs and services.
- Responsible for representing the interests of UPEI Athletics and Recreation by serving on committees, working groups, task forces to enhance the image, increase visibility and further the interests of the department.
- Other duties as assigned by the Director of Athletics and Recreation

#### Qualifications:

- Minimum undergraduate degree or equivalent experience in sport administration, sport management, facilities management or a business field.
- Must have substantial work related experience with a proven leadership record in a number of areas such as; facility management, fiscal, facility and human resource management, marketing and promotional skills, prioritizing work assignments for staff, strong interpersonal skills and demonstrated exceptional team building talents.
- Considerable experience in supervising staff in a unionized environment with demonstrated exceptional team building talents.
- Knowledge of and genuine interest in Canadian University Sport and community development
- Exceptional interpersonal skills and ability to communicate ( internally /externally) proficiently, clearly and effectively both orally and in writing
- Technical knowledge in dealing with athletic facilities and surfaces
- Strong marketing and promotional knowledge
- Knowledge base of athletic/recreation programs at community to post secondary level
- Competence in the use of information technology
- Proficient in budget review, fiscal planning and program evaluation
- Demonstrated ability to make decisions related to the ongoing planning, operation and maintenance of athletic and recreation facilities
- Understanding of all aspects of Risk Management with respect to health and safety
- Ability to problem solve unusual/complex issues & respond to issues professionally and sensitively