

Centennial College Student Association Inc. (CCSAI)

Job Description

ATHLETICS REPRESENTATIVE

OVERVIEW

Reporting to the Events Coordinator, the Athletics Representative is a liaison between the CCSAI and the Athletics & Recreation Department. The Athletics Representative helps to ensure information is readily and widely available to all members at all campuses as it relates to sports, events and initiatives provided by campus athletics and recreation. The Athletics Representative works to foster collaborative relations between the Athletics & Recreation Department and CCSAI.

The Athletics Representative works a minimum of 15 hours a week (rotating at all campuses), within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events, and mandatory attendance at College events.

DUTIES RELEVANT TO ALL BOARD POSITIONS

- Ensures constant and consistent interaction with the student population, as well as all College departments and bring feedback to the Board
- Attends all full board, general and special meetings of the CCSAI Board of Directors and provides written and verbal reports as required
- Be knowledgeable about Association and College affairs and events
- Raises awareness of and promotes CCSAI programs, services and activities, distributes the Courier on a monthly basis, and posts/removes/distributes promotional materials
- At the Annual General Meeting, presents a written and verbal report to the membership, approve the CCSAI operating budget, auditors/financial statements and revisions to bylaws
- Completes administrative duties as required while completing office hours
- Edit transition document to reflect current priorities
- Participates and completes all training (board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS, accessibility, Smart Serve etc.)
- Understands and acts in compliance with the CCSAI bylaws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies
- Maintains confidentiality when appropriate and or directed on items deemed personal or sensitive in nature

- Provides timely initiation and response to email (ensuring appropriate contacts are included in any correspondence), telephone calls and on-line interactions from constituents, CCSAI and College staff and other external partners, participate in CCSAI on-line communities
- Other duties as assigned by the President, the Events Coordinator and/or the Executive Director/CEO

SPECIFIC DUTIES

Under the direction, and with the support of, the Events Coordinator,

- Understand and support the services offered by the Athletics and Recreation Department
- Provides assistance in the planning and promotion of athletics and campus recreation activities and events
- Participate actively and be a voting member of the CCSAI Programming committee
- Represents CCSAI on the Centennial College Health and Wellness Committee
- Builds and ensures a cooperative relationship with the Athletics and Recreation Department at all campuses
- Manages needs and expectations concerning portfolio related events and cooperative ventures with the support of the Campus Directors and Event Liaison
- At the request of the President and/or the Executive Director, makes written and verbal presentations to the Board
- Be a member of the Athletics and Wellness Centre (AWC) Management Board
- At the request of the Manager, Athletics and Recreation, attends Athletics and Campus Recreation staff meetings
- Supports and promotes intramural/extramural campus recreation leagues and other recreational activities
- Responsible for enhancing student engagement, involvement and overall awareness of the Athletics & Recreation program, in collaboration with the Athletics and Recreation Department

QUALIFICATIONS

- Be responsible, approachable and accessible to all students
- Ability to be professional and respectful at all times
- Ability to work independently and to perform effectively and collaboratively as a member of a team

- Must be available and able to fulfill duties from the time of ratification until April of that term of office