

Centennial College Student Association Inc. (CCSAI)

Job Description

ATHLETICS REPRESENTATIVE

Reporting 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 meetings, annual general meeting, programming committee meetings and special meetings of the CCSAI Board of Directors, and provides verbal and written reports as required
- Be knowledgeable about Association and College affairs and events
- Raises awareness of and promotes CCSAI programs, services and activities, distribute the Courier on a monthly basis, and post/remove/distribute 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
- 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 Executive Director/CEO

SPECIFIC DUTIES

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

- Understand and support the services offered by the Athletics and Campus 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 four campuses
- Manages needs and expectations concerning portfolio related events and cooperative ventures with the support of the Campus Directors and Event Liaison
- 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
- Maintains a regular rotation of office hours at all campuses

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