



Executive Committee Support Position

Sports & Wellness Coordinator

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Reports to: Vice President Activities
Student Association Executive Committee

Description: The Sports and Wellness Coordinator promotes sports and wellness initiatives on campus and acts as the primary sports organizer and liaison between the Student Association and sports teams, volunteers and players. The Sports and Wellness Coordinator is appointed by, reports to and seeks direction from the Student Association Executive Committee, specifically the Vice President Activities. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Ensure that Risk Management guidelines for Student Association sports and wellness activities are being strictly adhered to, including the signing of waiver forms when required.
3. Work with the Executive committee to develop a comprehensive schedule of sport and wellness programs and activities for the campus.
4. Coordinate sports operations on the campus and liaise with other NSCC Sports and Wellness Coordinators, in addition to local community sports and wellness organizers. Seek support from facility and staff volunteers to support Wellness programming and increase volunteer coaching participation on campus.
5. Actively encourage the development of new recreation and wellness programming initiatives and seek frequent student feedback.
6. In consultation with the Vice President Activities, oversee the coordination of all program requirements to ensure high quality offerings, including the booking of facilities, service providers and the negotiation and signing of contracts. Please note, contracts may only be signed by authorized SA signing authorities.
7. In conjunction with the Vice President Communications and/or Marketing Coordinator, effectively market and promote sports and wellness events and activities on the campus.
8. Promote campus club sports teams to potential sponsors for the purpose of securing additional sports funding, in consultation with the Vice President Activities.
9. Facilitate the inventory, distribution and collection of team uniforms and/or equipment. With approval from the SA signing authorities, obtain competitive quotes and purchase new inventory as needed.
10. Consistently monitor club sports teams to ensure they are adhering to all safety, equipment and game play rules and regulations.



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11. In conjunction with the Vice President Activities oversee the coordination of transportation and accommodations for any/all approved away trips.

Reporting Relationship:

1. Meet regularly with the Vice President Activities to seek their direction and feedback on proposed projects and to ensure that programming efforts are effectively coordinated and efficiently planned.
2. Coordinate campus Student Association sponsored sports and wellness events and activities and liaise with the Student Association and other NSCC departments to create opportunities for partnership.
3. Work with the Vice President Activities to administer, report, and reconcile the Student Association sports and wellness budgets, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.
4. Provide end of semester activity report to the Vice President Activities and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings as requested.
5. Maintain all records pertaining to programs and activities, including financial reports and planning and evaluation forms, and ensure that they are given to the Student Association Vice President Communications at the end of each semester.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player
3. General knowledge of sports rules and regulations.
4. Computer literacy, including Microsoft excel, email and internet usage.
5. Good oral and written communication skill.
6. Good time management and organizational skills.
7. Strong planning and volunteer management skills.