Job Description

Senior Manager, Athletics and Recreation

Reports To: General Manager and CEO

Mission: To create an environment that inspires a passion for student success.

Desired Results of the Position:

- To demonstrate leadership through the SA mission and Algonquin College core values
- To maintain and uphold a state-of-the-art athletics and recreation centre, and sports field
- To remain student-focused and responsive to the evolving needs of a diverse and growing student population.
- To develop world-class varsity teams and programming.
- To create strong employee teams focused on excellence in service, professional development, and a passion for health and wellness.

Nature and Scope

Reporting to the General Manager, the Senior Manager of Athletics and Recreation shapes the strategic direction and day-to-day operations of the Jack Doyle Athletics and Recreation Centre (ARC) and the SA Sports Field, including areas for wellness, recreation, fitness, and varsity sports under the Ontario Colleges Athletic Association (OCAA), a member conference of the Canadian Collegiate Athletic Association (CCAA). The incumbent oversees facility operations and manages a multi-million-dollar operational budget, including strategic revenue-earning plans. This role is also responsible for recruitment and talent development in the Athletics and Recreation Department, including fitness, varsity, facilities, and recreation.

Job Duties

- Prepare and maintain an annual strategic plan that aligns with organizational and departmental goals.
- Develop and manage a multi-million-dollar operating budget, including strategic planning for ongoing revenue-earning opportunities.
- Implements and monitors financial controls, cost controls, and inventory management
- Oversee the development and execution of intercollegiate and extracurricular programs.
- Drive the formulation of a comprehensive varsity plan under the rules and policies of the OCAA.
- Be available and present for varsity games to provide leadership and support as needed.
• Create opportunities for campus recreation, fitness, and wellness programming.
• Manage daily operations of the ARC and SA Sports Field, including staffing, administration, and long-term planning.
• Create and foster a dynamic and inclusive team environment that promotes ongoing collaboration.
• Ensure an exceptional user experience within all athletics and recreation areas.
• Ensure the ARC and SA Sports Field are safe, inclusive, and welcoming student environments.
• Cultivate operational excellence in programming, scheduling, reliability, safety, and facility maintenance.
• Ensure facilities are clean, safe, and well-maintained at all times.
• Create and maintain strong ongoing partnerships with key stakeholders, including Algonquin College staff, student groups, the OCAA, suppliers, and other external groups.
• Enhance student involvement in athletics and recreation programming, promoting health and wellness by ensuring the ARC and SA Sports Field’s programming are responsive to student needs and changing trends.
• Regularly assess program effectiveness and user experience to make data-driven decisions and improvements.
• Utilize relevant technology to enhance service delivery.
• Analyze and update facility usage to maximize efficiency and user satisfaction.
• Engage with the OCAA to advance the Algonquin Students’ Association’s image and program quality.
• Ensure full compliance with all Executive Limitations Policies, as the General Manager interprets.
• Confirm compliance with all relevant provincial and national sports association policies and requirements.
• Actively participate in policy discussions and organizational decisions as a member of the Senior Management Team.
• Other duties as assigned.

Core Competencies

• Leadership and Team Building
• Demonstrated Financial Management
• Problem Solving and Decision Making
• Strategic Thinking and Strong Communication Skills
• Accountability, Dependability, and Time Management

Desired Skills and Qualifications

• A minimum of ten years of direct experience in athletics and recreation.
• A minimum of ten years of direct experience as a manager.
• A minimum of five years of direct experience in business and facility operations.
• Must have a diploma or degree in Physical Education, Sports Management, Business Administration, or a related field.
• Experience working in the post-secondary education sector is considered an asset.
• Demonstrated success in strategic planning, budget management, and revenue generation.
• Proven ability to lead and motivate diverse teams to achieve organizational goals.
• Strong knowledge of industry best practices and trends in athletics and
recreation.

- Excellent communication skills, showing the ability to build relationships and engage with stakeholders.
- Ability to analyze data and make informed decisions to drive program improvements.
- Ability to travel, work evenings and weekends only as required

Compensation:

- $100,000 - $120,000
- The Algonquin Students’ Association offers a comprehensive benefits package to its employees.
- To apply, please contact Jessica Bourgaize, Manager, Administration, at Jessica.Bourgaize@algonquincollege.com, with your cover letter and resume.