

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	
14-11300	Manager, Sport and Recreation Programs	Director, Sport and Recreation	
Department	Division/Region	Community	Location
Community and Government Services	Sport and Recreation	Iqaluit	Baffin

FreeBalance Coding: **14315-01-1-235-1401150-01**

**2. PURPOSE**

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Responsible to the Director of Sport and Recreation, the Manager, Sport and Recreation Programs leads the development, coordination and management of the Sport and Recreation Division's functions as they relate to non-government Organizations, municipal governments and other government departments.</p> <p>In particular, the Manager works closely with Nunavut's nonprofit and municipal organizations and other government departments to enhance capacity of Nunavut's sport, physical activity and recreation system.</p> <p>The Manager of Sport and Recreation Programs is responsible leading program staff and overseeing the development and management of program budgets, reports and program evaluations. This position provides strategic advice to all levels of Management on the development of programming initiatives, and coordinates divisional staff in the development and delivery of Sport and Recreation Division programs and services.</p>
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### 3. SCOPE

**Describe in what way the position contributes to and impacts on the division.**

The responsibilities of this position are territorial in scope, impacting the public, other government departments, territorial organizations, and residents of Nunavut. The Manager supervises a team of program staff. The Manager of Sport and Recreation Programs coordinates the division's program staff in the development and delivery of the Government of Nunavut's sport, physical activity and recreational programs and services.

This position is required to address a very broad range of issues of a complex and sensitive nature. As a member of the Division's management team and the position requires an advanced understanding of strategic planning, organizational development, policy development, program management and staff performance management. This position develops budgets and program plans and provides strategic advice to the senior management of the Division.

The Manager influences the planning and administration of the Division's-Grants and Contribution's program funding (approximately \$4M annually) to communities and eligible organizations throughout Nunavut.

Supporting the development of capacity within Nunavut's Sport and Recreation system is a key element of this position. Programs and initiatives within the Manager's portfolio include community/organizational development, and alignment of programs and services with the goals of the Department. The incumbent is expected to develop and maintain productive relationships with various government and non-government organizations. This position is guided by sport and recreation theories and principles applied in the unique social, political and cultural environment of Nunavut.

This position has 8 major areas of responsibility and accomplishes them with the assistance of four program staff.

### 4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate positions through which objectives are accomplished.

**The Manager of Sport and Recreation Programs is responsible for:**

1. Providing on-going guidance and support to subordinate staff through on-going performance management, coaching and development by:
  - Developing work plans and learning plans for individual staff members
  - Coordinating and monitoring staff work plans resulting in the timely completion of program objectives in a manner consistent with the operational policies and procedures of the Department and the Government of Nunavut
  - Monitoring project planning, implementation and evaluation by staff
  - Facilitating regular meetings with staff
  - Providing regular input and feedback regarding performance
  - Addressing performance issues and/or imposing progressive discipline as required

2. Effectively representing the Government of Nunavut on government and non-government working groups and committees resulting in complementary policy development and enhanced program access in Nunavut.
3. Developing, managing and evaluating the Department's sport, physical activity and recreation programs and services by:
  - Working directly with program staff to assess opportunities to address GN priorities
  - Developing materials to assist division staff in assessing and addressing stakeholder programming requests
  - Participating in the development of the Sport and Recreation programming budgets
4. Providing sound policy and technical advice to the Division's senior management related to Nunavut's on-going participation in major multi-sport games, and the delivery of sport development programs and services to sport and recreation organizations.
5. Developing and maintaining appropriate monitoring systems to track the success of the division's programs and stakeholder success in meeting approved goals and objectives.
6. Compiling and drafting program proposals/reports, budgets and when required, assist in the preparation of information on sport and recreation programs and services for Cabinet documents, presentations and Ministerial briefing materials
7. Analysing data and policy to identify patterns and trends to identify opportunities to improve efficiency and enhance service to the public.
8. Managing contractual relationships with vendors, air charter companies and other partners.

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## **5. KNOWLEDGE, SKILLS AND ABILITIES**

1. The incumbent must have work experience effectively managing staff, preferably in the field of sport and recreation.
2. The incumbent must have a minimum of 5 years work experience in program development and/or implementation with an in-depth knowledge of effective program planning, and evaluation.
3. The incumbent must possess a minimum of 4 years' experience interacting with the volunteer and/or municipal sectors
4. Demonstrated experience in program performance measurement and evaluation.

### **Skills and Abilities**

- Ability to effectively lead stakeholders, build strong relationships and foster a cooperative environment;
- Ability to manage a diverse set of responsibilities and coordinate activities of external agencies and partners.
- Ability to maintain long-term perspective while delivering short-term solutions;
- Ability to prioritize tasks in order to meet deadlines;
- Excellent comprehension and communication skills (written and verbal)
- Exceptional ability to communicate complex issues and to formulate policy strategy;
- Strong conceptual and reasoning skills and high tolerance for ambiguity;

- Superior communication skills including writing, persuading, negotiating, guiding;
- Ability to effectively supervise staff and to act as a team leader and mentor.
- Excellent project management and evaluation skills

Many programs and services of the Division are directed specifically toward vulnerable populations including children and youth. The duties of this position will require access to youth oriented facilities and sites and periodic interaction with children and youth. Submission of a satisfactory criminal record and vulnerable sector check is a requirement of this position.

This knowledge and these skills and abilities would normally be acquired through:

- Completion of a university degree in recreation or sport administration with complementary studies in several areas including community development, public administration or a minimum of 6 years of work assignments in community or government sport and recreation program management.

#### **Assets**

- Demonstrated experience in a leadership role within a volunteer organization, preferably within the sport, physical activity, recreation sectors.
- Experience within a major games program as part of host society, mission staff, or coach
- Demonstrated experience in project management
- A working knowledge of current trends and policies within the Canadian Sport, Physical Activity and Recreation sectors (eg Canadian Sport Policy, Canada Sport for Life, and Pathways to Wellbeing-A Framework for Recreation)

## **6. WORKING CONDITIONS**

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

#### **Physical Demands**

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- The Manager works in a comfortable office environment and has the ability to get up and move around after extended periods spent working at a computer terminal.
- There will be extended periods of time where the workload will increase due to deadlines and timelines of programs offered through the Division
- Work in the sport and recreation sector often requires participation in events and meetings off site in the evenings and weekends

#### **Environmental Conditions**

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Frequent interruptions during the work day
- The Manager works in an office environment, but travels periodically. Travel plans can often be disruptive due to inclement weather and extended periods of time where the

workload will increase, necessitating changes in both work and personal schedules.

**Sensory Demands**

Indicate the nature of demands on the jobholder’s senses.

- None identified other than regular duties.

**Mental Demands**

Indicate conditions that may lead to mental or emotional fatigue.

- This position manages time sensitive programs with significant external variables
- The nature of the work (volume and deadlines) requires efficiency and accuracy.
- The position spends several hours each day at a computer terminal requiring concentration
- During briefing or presentations concentrated sensory attention is required

**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Director, Sport and Recreation</p> <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>Deputy Minister, Lori Kimball</p> <p>_____ Deputy Head Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

**8. ORGANIZATION CHART**

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**