Faculty/Portfolio:Faculty of Physical Education & Recreation

Unit: The Steadward Centre for Personal & Physical Achievement

Position Title: Associate Director

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The Steadward Centre is a disability research centre, providing high-calibre, research-based physical activity and sport programs for children, youth and adults with disabilities. It is a registered society managed by a board of directors comprised of directors from the community and the University of Alberta.

The person in the position of Associate Director will provide oversight to the program mandate of The Steadward Centre and support learning experiences of students at the University of Alberta through volunteer and practicum placements. In collaboration with the Executive Director, the Associate Director will support the research mandate of the Centre. The roles and responsibilities of the Associate Director include, but may not be limited to:

Organizational:

* Oversees the effective and efficient activities of membership-based physical activity programs and implementation of such policies as may be adopted by the Board of Directors in this regard
* ensures that the programs offered by the Centre contribute to the organization's mission and reflect the priorities of the Board
* prepares the agenda for and chairs internal program related meetings. As a staff member of The Steadward Centre she or he reports to the Executive Director. Although not an officer of the Board of Directors she or he may attend Board Meetings
* creates an annual operational program development and delivery plan, monitors the completion of activities, evaluates its activities, and writes a year-end closing document (the research a activities of the plan will be written by the Executive Director). Final approval of the overall annual operational plan and reporting rests with the Executive Director
* supports operations and administration of the Board by advising and informing Board members of program related information, and interfacing between Board and staff regarding implementation of the strategic plan
* steward of the Centre, showing respect for its staff and its strengths while respecting confidentiality and privacy regulations
* ensure that the operation of programs meets the expectations of its Board of Directors and Funders membership clients, and identify and evaluate the risks to the Centre's people (members, staff, volunteers), property, finances, and image seeking advice in measures to control risks

Financial:

* works with the Executive Director and the Board (Treasurer) to prepare a comprehensive budget and prudently manage the Centre's resources the approved budget
* signs off on expenditures related to programs including pay actions, Master Card statements and invoices

Learning:

* assesses the learning needs of the program areas in support of its educational mission of The Steadward Centre
* coordinates the screening, training, suitable placement, and evaluation of student volunteers and Faculty of Physical Education and Recreation Professional Practicum Program students.
* manages and maintains a high quality experience for students and ensure adherence to all policies regulating volunteer within The Steadward Centre
* facilitates the development and implementation of undergraduate laboratory opportunities for students within the programs of The Steadward in collaboration with course instructors

Research:

* supports research being conducted within The Steadward Centre as a liaison between researchers, Steadward Centre members, and program participants.
* supports the Executive Director create an awareness amongst staff and program participants of the importance of being a research active Centre at the University of Alberta.

Development:

* responsible for seeking external funding to support the member-based programs of The Steadward Centre as outlined in the annual funding contract with the Alberta Sport Recreation Parks and Wildlife Foundation
* develops and implementing an operational funding plan; writing grant applications; fulfilling the conditions of the grant activities and granting agency policies, recognition of granting agencies, and furnishing granting agencies with required progress reports
* establishes, subject to Executive Director and Board of Directors' approval, policy related to membership dues and benefits
* participates in fundraising activities

Public Relations:

* maintains The Steadward Centre website in collaboration with the Executive Director
* oversees the generation of the Annual Report
* serves as a spokesperson for The Steadward Centre in so far as it relates to the program mandate of The Steadward Centre.
* develops program brochures, information items in collaboration with the Executive Director and the Communications Strategist of the Faculty of Physical Education and Recreation. Final approval of all publications prior to publication or posting rests with the Executive Director unless otherwise determined by the Executive Director
* represents the program mandate of Centre at community activities to enhance the organization's community profile

Facilities

* oversees the monitoring and reporting of maintenance needs ofthe facilities and physical resources of The Steadward Centre to the Operations Department ofthe Faculty of Physical Education and Recreation.

**Supervision**

* manages the human resources of the organization according to authorized personnel policies and procedures as outlined by the department of Human Resources at the University of Alberta and in accordance with the attached organizational chart.
* establishes a positive, healthy and safe work environment.
* oversees that all documentation required by the department of Human Resources are completed.
* responsible for human resource planning and management:

l. Recruit, interview and select staff that have the right technical and personal abilities to help further

the organization's mission

2. Ensure that all staff receives an orientation to the Centre and that appropriate training is provided

3. Implement a performance management process for all staff which includes monitoring the

performance of staff on an on-going basis and conducting an annual performance review

4. Coach and mentor staff as appropriate to improve performance

5. Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate procedures.

These roles and responsibilities shall have the force and effect of Bylaws of The Steadward Centre for PersonaI & Physical Achievement Society, the Board of Directors, and the Executive Director. They may be amended as necessary from time to time by the Executive Director of The Steadward Centre in consultation with the Board of Directors.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

Undergraduate Degree

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.