

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

18/19 UBC INTRAMURAL EVENTS

DEPARTMENT SUMMARY

UBC Intramural Events are some of the most recognizable and long lasting traditions on the UBC Campus and often considered as a corner stones of the UBC experience.

Six events teams are charged with the responsibility of collectively bringing 18-22 events to the UBC Campus and surrounding community. Ranging from events rooted in the history of UBC such as Storm the Wall, Day of the Longboat and the UBC Triathlon, to the innovative and progressive of Faculty Cup, and the tradition of Howl at the Moon Volleyball.

The Event Director position is an incredible opportunity to lead a team, be a part of a unique fabric of UBC all while creating an amazing university experience. Event Directors will lead a crew of three Assistant Directors.

AVAILABLE POSITIONS

Portfolio 1 - Event Director (3)

Major Projects: Day of the Longboat & TriDu (triathlon)

- Day of the Longboat (Sept. 22, 23 & Sept. 28, 29 2018)
- UBC TriDu (Mar. 9, 2019)

Portfolio 2 - Event Director (3)

Major Projects: Lace Up for Kids & Storm the Wall

- Lace Up for Kids (Nov. 15, 2018)
- Storm the Wall (Mar. 18-22 & Mar. 24-27, 2019)

POSITION TYPE

Volunteer

APPLICATIONS CLOSE

Jan 31 2018 | 23:59

TIME COMMITMENT

5-8 hours/week (Mar – Apr 2018) - if currently on Staff, this is in addition to 18/19 commitments.

1-2 hours/week (April 2018 – August 2018)

15-20 hours/week (Sep 2018 through Apr 2019)

CANDIDATE INTERVIEWS

Feb 1 – 8, 2018

START DATE

Feb 15 2018

REQUIRED DATES (Note: both 2018 & 2019)*

Feb 15	Incoming Director Transition Meeting #1 (late evening)*
Mar 1	Incoming Director Transition Meeting #2 (late evening)*
Mar 12 – 14	Assistant Director Group Interviews*
Mar 8	Incoming Director Transition Meeting #3 (late evening)*
Mar 16 – 18	Assistant Director Interviews 1-1's (various times)*
Mar 21	Board Of Directors Meeting*
Apr 9	18/19 Full Staff Meeting*

Aug 29 – 31	Directors Retreat (overnight)*
Sep 6 – 9	Imagine / Blue Wave & Welcome Back to Intramurals BBQ*
Sep 9 – 10	Full Staff Retreat (overnight)
Dec 2018	UBC Intramurals Winter Banquet**
Jan 2019	Full Staff Welcome Back Retreat**
Jan 2019	UBC Student Leadership Conference **^
Mar/Apr 2019	19/20 Assistant Director Hiring**
Apr 2019	UBC Intramurals Year End Volunteer Appreciation Banquet**

Mondays 7PM-830PM - Board of Directors Meetings (bi-weekly)

***In order to be a part of the 18/19 Director team, all applicants MUST be available for the above (unless marked with “^”)**

Intramural Programming Attendance Requirements

Please note the dates below highlight only the major projects where all teams are expected to be available. Each Event Crew will manage between 3-4 additional projects over the year. Those dates and commitments will be discussed with successful candidates.

Sept. 22, 23 & Sept. 28, 29 2018	Day of the Longboat *^
Mar. 9, 2019	UBC TriDu *^
Nov. 15, 2018	Lace Up for Kids *^
Mar. 18-22 & Mar. 24-27, 2019	Storm the Wall *^
Apr 2019	UBC Intramurals Hall of Fame **

* Specific time to be determined

** Specific date(s) & times to be determined

^ May not require all members to be in attendance

Please note that Event Directors are at times asked to have highly flexible schedules, particularly around planning and execution of major events (such as Storm and Longboat). When appropriate this may require adjustment of academic commitments to ensure both adequate time to both studies and intramural program responsibilities. It is an expectation that hours will be a combination of daytime and nighttime as well as weekends.

OVERVIEW OF RESPONSIBILITIES

The responsibilities Event Directors will range from management of Assistant Directors to creative development of program ideas and programs to facilitating social and professional engagements for their team. Specific duties of the Director will include, but not be limited to:

- Policy development and implementation
- Marketing campaign development including visual element distribution and other promotions
- Active promotions organization and implementation bi-weekly
- Provide support to all events across the sector
- Event day staff recruitment, scheduling, and training
- Registration, scheduling, results, and equipment
- Officiating at events
- Risk management and site management
- Event and staff evaluation
- Hiring, delegation of duties, training and evaluation of Assistant Directors
- Leading weekly department meetings and additional meetings leading up to events
- Attend Portfolio specific meetings as necessary
- Attend weekly Director's meetings
- Attend monthly Board of Directors meetings
- Serve on the Board of Directors and attend department/program meetings as necessary

SUPERVISION RECEIVED

This position will report directly to a UBC Recreation Intramural Events Coordinator

- At times, additional supervision will be provided by other UBC Recreation Professional Staff

For matters pertaining to Human Resources & Personnel, all Intramural Student Volunteers will receive additional supervision from the UBC Intramural Program Manager.

SUPERVISION EXERCISED

Each Events Director position directly manages three Assistant Director Staff. In some cases will oversee/co-manage other Assistant Directors specific to an events execution.

QUALIFICATIONS

Education and Experience

- Current UBC Student ~ required
- Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus
- Current First Aid and CPR/AED certification ~ asset
- Experience and ability to work, address and engage large groups

Knowledge, Skills, Ability

- Strong interpersonal, conflict resolution and problem solving skills
- Enthusiastic, organized and responsible
- Experience and willingness to learn and teach others
- Experience and willingness to work with and lead people
- Team Leadership and delegation
- Strong communication skills written and oral
- Enthusiasm and willingness to embark on new initiatives

- Ability to work and perform under minimal supervision
- Task oriented and reliable
- Organized, detail oriented & ability to multi-task
- Previous experience with Microsoft Access, Excel, and Word an asset
- Previous experience in UBC Intramural program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES

By Apr 30, 2019, the members of the Events Director team will have gained the experience:

- Experience in conflict resolution, staff morale and productivity
- Event Administrative oversight & Management
- Performance Assessment and Goal Setting
- Influential Leadership and Project Management
- Community Engagement and Promotional Skills
- Administrative aspect of working with a large volunteer-based organization
- Staff Recruitment, Selection, and Training
- Public Speaking & Organizational Development

APPLICATION SUBMISSION

All applicants must submit a Cover Letter and Resume, applicants not completing this will not be considered.

**For all event director applicants, in your cover letter,
PLEASE INDICATE WHICH PORFOLIO you would consider managing.**

Applications should addressed to:

Alyssa Reyes
Coordinator, Intramural Events
UBC Recreation

Applications are to be submitted [here](#).

QUESTIONS? Please contact the Program Development Team – im.prod@ubc.ca