

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

18/19 UBC INTRAMURALS OFFICIALS DEVELOPMENT DEPARTMENT

DEPARTMENT SUMMARY

UBC Intramurals employs over 150 sport officials hired each year to officiate 8 league sports. These sports are basketball, volleyball, ice hockey, inner-tube water polo, dodgeball, futsal, soccer, and flag football. As officials are an integral part of the operation of each of these leagues, the Officials Development Department is mandated with the task of providing support in all facets of the role including but not limited to; collaboration and coordination with specific League Administration, rule and policy development, hiring and evaluation procedures, facility and sport orientation, officials related communication as well as on-going training and development.

AVAILABLE POSITIONS

1 ~ Director, Officials Development

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 above 17/18 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 2018	Prep Training for Officials for Sept.
Aug 29 – 31	Directors Retreat (overnight)*
Sep 4 – 7	Imagine / Blue Wave & Welcome Back to Intramurals BBQ*
Sep 8 – 9	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)

- * *Specific time to be determined*
- ** *Specific date(s) & times to be determined*
- ^ *May not require all members to be in attendance*

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

Intramural Programming Attendance Requirement

Please note the dates below highlight only the major events where the Officials Development team is expected to be available. Additional dates and attendance requirements will be discussed with the successful candidate.

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 members of the Officials Development Department are required to have a very high presence within the Leagues Staff, Recreation Facilities, Intramural Student Office and during league games. It is an expectation that hours will be a combination of daytime and nighttime as well as weekends.

OVERVIEW OF RESPONSIBILITIES

As the director of Officials Development, responsibilities will range from Assistant Director supervision and management to policy and rule development for specific sports. Due to the developing nature of the department, 2018/19 will include a large amount of discussion, planning and development. Specific duties of the Director will include, but not be limited to:

- Hiring of Assistant Directors (2)
- Development and implementation of a league wide officials training program
- In conjunction with specific League Directors, review and manage all rules and policies as they pertain to the said sport.
- Oversee general operations of Intramural officials including but not limited to:
 - Co-Coordinated with League Administration of hiring/training of officials
 - Working with external partners to resource and execute training
 - Evaluation and Development of all officials
 - Working with individual league departments to effectively schedule officials

- Delegation of duties and training of Assistant Directors including but not limited to:
 - management of Assistant Director responsibilities/interactions
 - Evaluation, mentoring and personal/professional development of Assistant Directors
- Hold/Attend regular weekly department & director meetings.
- Develop and hold at least one(1) professional development session per semester open to all officials
- In conjunction with the UBC Recreation Leagues Coordinator and UBC Recreation Intramurals Program Manager, conduct at least one(1) Supplementary Discipline review/focus group
- Attend in person or by proxy, all Officials training and development sessions
- Serve on the Board of Directors and attend department/program meetings as necessary

SUPERVISION RECEIVED

This position reports directly to UBC Recreation Coordinator, Student Engagement

- 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

This position directly manages two (2) assistant director staff. In some cases will oversee/co-manage other assistant directors within the league sector.

QUALIFICATIONS

Education and Experience

- **Current 2018/19 UBC Student ~ required**
- Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus
- **Full Year Commitment required (Sep 2018 through Apr 2019)**
- Current First Aid and CPR/AED certification ~ asset
- Certification or equivalent experience a game official ~ asset (multiple sports encouraged)
- Experience and ability to work, address and engage large groups
- Experience in individual mentorship (both personal and professional)
- Experience in a variety of sports, specifically those offered by UBC Recreation Intramurals

Knowledge, Skills, Ability

- Strong interpersonal, conflict resolution and problem solving skills
- 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

ANTICIPATED LEARNING OUTCOMES

By Apr 30, 2019, the members of the Officials Development Department will have gained the experience:

- Experience in conflict resolution, staff morale and productivity
- Administrative oversight and initiatives in policy and rule development
- Performance Assessment and Goal Setting
- Influential Leadership and Project Management
- Administrative aspect of working with a large volunteer-based organization
- Staff Recruitment, Selection, and Training
- Event Planning and Management
- Public Speaking
- Organizational Development

APPLICATION SUBMISSION

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

Applications should addressed to:

Tristan Brown
Coordinator, Intramural League Sports
UBC Recreation

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

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