

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

POSITION TITLE: 18-19 UBC INTRAMURALS PROGRAM DEVELOPMENT TEAM

POSITION SUMMARY

The UBC Intramurals Program Development Team interacts with all areas and positions within UBC Intramurals and SRC Operations Centre Staff in an effort to build and provide the best social, leadership, and development environment for all 130+ staff. Additionally, a strong connection with the UBC Intramural Alumni continues to be developed.

All positions provide an opportunity to work in a professional and social development role. The responsibilities of the Program Development Team are intended to be dynamic and wide spread and will require a program-wide perspective as well as strong individual initiative.

Priorities and responsibilities of this department are allocated across team members and will be overseen primarily by the UBC Intramural Program Manager. It will be necessary that all Program Development team members have an expansive knowledge and involvement into all areas of the UBC Intramural Program.

AVAILABLE POSITIONS

Leadership & Development (1)

Recognition & Communication (1)

Community & External Development (1)

(see Description of Duties & Program Development Portfolio)

APPLICATIONS CLOSE:

Jan 10, 2018 @ Midnight (00:00)

TIME COMMITMENT

5-10 hours/week (Jan – Apr 2018) - if currently on Staff, this is above 16/17 commitments.

1-2 hours/week (Apr 2018 – Mid-Aug 2018)

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

CANDIDATE INTERVIEWS

Jan 12-14, 2018

START DATE

Jan 17, 2018

REQUIRED DATES (Note: both 2018 & 2019)*

Feb 1-8

Incoming Director Interviews*

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)	

- * *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 Program Development team, all applicants MUST be available for the above dates (unless marked with “^”)**

If an applicant is away from UBC or Vancouver Jan – April 2018, they cannot be considered as attendance is mandatory in transition programming during this time.

Intramural Programming Attendance Requirements

Sept 28 & 29 2018	Day of the Longboat Races incl. Alumni Race*^
Nov 15 2018	Lace Up for Kids*^
Mar 9 2019	UBC TriDu*^
Mar 24-27 2019	Storm the Wall Alumni Races**^

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

Please note that the Program Development Team members are required to have a very high presence within the student staff, Student Recreation Centre, Student Office and associated UBC Intramural programming. It is an expectation to have daily interaction with staff in the mentioned areas. Applicants should enjoy and want to seek out both professional and social interactions within all areas of the UBC Intramural program. 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

Designated portfolios are associated to the Program Development Team. Due to the nature of the portfolios and roles, it is expected that amendments and additions will be made over the course of the appointed term. Members of Program Development should expect significant discussion and planning regarding the upcoming year.

There are three specific roles:

- **Recognition & Communication**
- **Community & External Development**
- **Leadership & Development**

Baseline responsibilities are further outlined in the Program Development Portfolio.

In addition to specific responsibilities to their designated portfolio role, members of Program Development will also be expected to be in attendance and contributing to the following;

- Work with, guide, and mentor staff of levels and experience with regards to personal and professional growth, team leadership and management, conflict resolution and at times the overall university experience.
- Work with the outgoing Program Development team to present the Director Transition Program including presentations, facilitation of meetings and orientation into the program.
- Assist in the management and planning of Assistant Director hiring
- Collectively manage and plan Directors Retreat, UBC REC Welcome Back BBQ, Full Staff Retreat and Welcome Back Retreat, Winter and Spring Banquets etc
- Assist in the management and planning of student involvement in UBC Intramurals portion of Imagine Day/Blue Wave
- Facilitate and Attend Board of Director Meetings (Bi-Weekly)
- Attend Program Development meetings (2x weekly)
- Attend/Facilitate weekly sector meetings (1x weekly)
- Attend weekly 1-1's with professional staff as the Program Manager

SUPERVISION EXERCISED

In areas of human resources, team management, and intramural personnel, all Intramural Student Volunteers will with receive additional supervision from the member of the Program Development team as well as the Intramural Program Manager.

SUPERVISION RECEIVED:

Members of the Program Development Team will report directly the Intramural Program Manager.

At times, supervision of specific initiatives will be directly overseen/supported by additional members of the UBC Athletics and Recreation professional staff.

REQUIRED QUALIFICATIONS

- **Current UBC Student (full year commitment – Jan 2017 through April 2018)**
- **Minimum one(1) full semester in the UBC Intramural Volunteer Student Staff Program**
- **Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus**

ADDITIONAL QUALIFICATION ASSETS

Education and Experience

- Experience in multiple sectors of the program (Leagues, Events, M-Sector, Operations, SD)
- Proven ability to have taken a program wide perspective within UBC Intramurals and the UBC Recreation department

Knowledge, Skills, Ability

- Strong leadership, mentoring and communication skills
- Strong people, conflict problem solving skills
- Experience and ability to work in large groups as well as individually
- Enthusiasm and willingness to embark on new initiatives
- Ability to work and perform under minimal supervision
- Basic understanding of organizational culture and standard human resource practices
- Ability and willingness to address large groups in a public forum
- Enthusiasm and passion for development and helping people
- Task oriented and reliable
- Ability to multi-task
- Experience with committee work, especially in a chair role

ANTICIPATED LEARNING OUTCOMES:

By Apr 30, 2019, the members of Program Development will have gained experience in:

- Conflict Resolution, Staffing Morale, Personal Productivity and Motivation
- 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
- Detailed event planning and management
- Public Speaking, Committee organization
- Budget management
- Organizational development

UBC REC INTRAMURAL PROGRAM DEVELOPMENT TEAM 2017-18 PORTFOLIOS

Leadership & Internal Development	Recognition & Communication	Community & External Development
CHAIR Board of Directors	CHAIR Social Committee	CHAIR New Opportunities Committee
<u>Responsibilities</u> - Training & Professional Development - Transition & Succession Planning	<u>Responsibilities</u> - Staff Administration & Records - Staff Newsletters & Coms - Facebook Administration	<u>Responsibilities</u> - Conferences & Summits (IM Alumni Summit, SLC, NIRSA) - Campus Committees & Partnerships
<u>Programs</u> - Directors Retreat (Aug/Sep) - Hiring Orientation (incoming staff)	<u>Programs</u> - Ongoing Recognition - Term & Year End Awards - Experience It / Peer Mentoring - Academic Peer Support Programs	<u>Programs</u> - Bridge Through Sport - Lunch with Alumni*

Collaborative Programs/Events/Responsibilities

Imagine Day | Welcome Back BBQ | Full Staff Retreat (Sep) | Welcome Back Retreat (Jan) | Term Banquets | Evaluations | Student Office

Note: the above chart articulates the baseline responsibilities that ensure that the delivery of the student staff experience is well rounded.

The opportunity for creativity development, reallocation, addition or subtraction should be expected.

Further, the roles and responsibilities will evolve with the student staff and members of the program development team should expect periodic reviews and modifications to the portfolios.

APPLICATION SUBMISSION

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

PLEASE NOTE: Should a preference exist, applicants are asked to articulate what portfolio(s) they would be interested in managing.

Applications should be addressed to:

Jason McManus
Manager, UBC Intramural Programs
UBC Recreation

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

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