DEPARTMENT
18/19 UBC INTRAMURAL SPONSORSHIP DEPARTMENT

DEPARTMENT SUMMARY
Lead the team responsible for sponsorship fulfillment across the Intramural program. This individual is responsible for three major areas: 1) Sponsor servicing and creative sponsorship activation across the UBC Recreation Intramurals program 2) Project management duties as they relate to events and programing in the Intramural Program that could include: Day of the Longboat, Lace Up for Kids, Open Houses, UBC Triathlon and Storm the Wall 3) Assessment of new sponsorship opportunities and acquisition of new sponsors. The Sponsorship Director will lead a crew of two (2) Assistant Directors.

AVAILABLE POSITIONS
Sponsorship Director (1)

POSITION TYPE
Volunteer

APPLICATIONS CLOSE
Jan 31 2018 | 23:59

TIME COMMITMENT
5-8 hours/week (Mar – Apr 2018)
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)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Feb 15</td>
<td>Incoming Director Transition Meeting #1 (late evening)*</td>
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<tr>
<td>Mar 1</td>
<td>Incoming Director Transition Meeting #2 (late evening)*</td>
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<tr>
<td>Mar 12 – 14</td>
<td>Assistant Director Group Interviews*</td>
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<td>Mar 8</td>
<td>Incoming Director Transition Meeting #3 (late evening)*</td>
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<td>Mar 16 – 18</td>
<td>Assistant Director Interviews 1-1’s (various times)*</td>
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<td>Mar 21</td>
<td>Board Of Directors Meeting*</td>
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<td>Apr 9</td>
<td>18/19 Full Staff Meeting*</td>
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<tr>
<td>Aug 29 – 31</td>
<td>Directors Retreat (overnight)*</td>
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*Note: Dates marked with an asterisk (*) indicate specific events or meetings related to the job posting.
OVERVIEW OF RESPONSIBILITIES

The responsibilities Sponsorship Director will range from management of Assistant Directors to creative development of ideas around activation of product or prizing give away to facilitating social and professional engagements for their team. Specific duties of the Director will include, but not be limited to:

- Lead, develop and coordinate a staff of 2 assistant directors, including but not limited to their hiring, training, evaluating, and managing, in the delivery of sponsorships responsibilities
- Coordinate all Intramural sponsor service and fulfillment responsibilities with other Intramural departments and staff including, but not limited to:
  - Developing creative sponsor activations and contests (i.e. in game promotions)
  - Coordinating PSAs and scripting around activations for program DJs
  - Assistance in the marketing and delivery of the activation
  - Ensuring appropriate signage
  - Documenting activations
- Attend meetings and deliver pitches to potential sponsors
- Develop sponsor materials and proposals
• Management of marketing activation including prizing, banners or contra
• Where possible, develop appropriate research of current and potential partners
• To target and lead specific initiatives around Intramural programing that could include: Day of the Longboat, Lace Up for Kids, Open Houses, UBC Triathlon and Storm the Wall
• Other duties as required
• Leading weekly department meetings and additional meetings leading up to events
• Attend weekly Director’s meetings and bi-weekly Board of Directors meetings
• Serve on the Board of Directors and attend department/program meetings as necessary

SUPERVISION RECEIVED
This position reports directly to UBC Recreation Marketing & Communications 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
This position directly manages 2 assistant director staff. In some cases will oversee/co-manage staff specific to 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
• Experience and ability to work, address and engage with a team.
• Background and previous experience with UBC Recreation Intramural programs
• Previous experience in building and maintaining business relations, partnerships and sponsorships are assets.

Knowledge, Skills, Ability
• Strong interpersonal, conflict resolution and problem solving skills
• Enthusiastic, organized and responsible
• Experience and willingness to learn and teach others
• 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 Recreation Intramural program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES
By Apr 30, 2019, the Sponsorship Director will be able to:
• Strategically assess and evaluate sponsor fulfillment
• Manage and execute projects
• Lead a team, and take responsibility for the setting and fulfillment of team goals
• Set strategic goals and assess their achievement
• Work collaboratively within a team environment
• Speak confidently in a public setting

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

Applications should addressed to:
Jason McManus
Manager, UBC Intramurals

Applications are to be submitted here.

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