UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT
18/19 UBC INTRAMURALS EVENTS DEPARTMENT

DEPARTMENT SUMMARY
The UBC Intramural Events Assistant Directors are a part of the organization of a wide variety of events, tournaments, and races. The Events Staff consists of 6 Event Crews, each made up of 1 Director and 3 Assistant Directors. The events crews will be split into two portfolios, as follows.

When applying, please indicate which portfolio you would prefer.

Portfolio 1 ~ Major Projects
• Day of the Longboat (Sep 22-23 & Sep 29-30 2018)
• UBC Triathlon (Mar 9 2019)

Portfolio 2 ~ Major Projects
• Lace Up for Kids (Nov 15 2018)
• Storm the Wall (Mar 18-22 & Mar 24-27, 2019)

AVAILABLE POSITIONS
18 Assistant Director, Events

POSITION TYPE
Volunteer

APPLICATIONS CLOSE
11:59pm (23:59) Wednesday March 7, 2018

TIME COMMITMENT
8-12 hours per week (Sep - Apr) **

** could be as high as 30-50 hours during the week leading up to larger events (such as UBC Triathlon, Storm the Wall, or Day of the Longboat)

CANDIDATE INTERVIEWS
Group Interviews: Mar 12 – 14 (external candidates only)
Individual Interviews: Mar 16 – 18

MANDATORY DATES
(in addition to programming requirements above)
April 9 18/19 Full Staff Meeting
Sep 4 Imagine Day/ Blue Wave Promotion
Sep 6 Welcome Back to UBC Recreation Intramurals BBQ
Sep 8 – 9 Full Staff Retreat (overnight)
Jan 2019 Welcome Back Retreat

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DESCRIPTION OF DUTIES
Assist in the operation of events, tournaments and races including but not limited to:

• Assigned responsibilities of organizing events – Logistics, registration, scheduling, results, equipment, etc.
• Policy development and implementation
• Marketing campaign including poster distribution, active promo, and other promotions
• Event day staff recruitment, scheduling, and training
• Attend weekly department meetings and additional meetings leading up to events

SUPERVISION RECEIVED:
These positions reports directly to a specific Events Crew Director as well as working very closely with the Events Coordinators and the Intramural Programs Manager.

QUALIFICATIONS:
Education and Experience
• Current 2018/19 UBC Student – required (Sep – Mar)
• Current First Aid and CPR/AED certification ~ asset

Knowledge, Skills, Ability – previous experience in:
• Microsoft Access, Excel, and Word an asset
• Large or small event planning, management and/or implementation an asset
• Enthusiastic, organized and responsible
• Willingness to learn and teach others
• Willingness to work individually as well as in a large team environment
• Previous experience in UBC Intramurals program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES:
By April 2019, Assistant Directors will have gained experience in:
• Event planning and Administration
• Performance Assessment and Goal Setting
• Project, time and priority Management,
• Community Engagement and Promotional Skills
• Administrative, Social and Development while working in a large organization
• Staff Recruitment & Training

APPLICATION SUBMISSION
All applications are required to be submitted on line and have an accompanying resume and cover letter.

Online application form: http://www.recreation.ubc.ca/home-page/employment/intramurals-assistant-director-application/

Questions? Please contact UBC Intramurals Program Development: IM.Prod@ubc.ca