UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT
18/19 LEAGUESPORTS DEPARTMENT

DEPARTMENT SUMMARY
The UBC Intramurals Leagues Assistant Directors are involved with the day to day and long-term operations of each of the 10 Leagues departments (Inner-Tube Water Polo, Ice Hockey, Ultimate, Soccer/Futsal, Basketball, Futsal/Soccer, Volleyball, Football, Dodgeball, Officials Development). Working under a Leagues Director, the Assistant Directors will be responsible for all aspects of the operation of the league, including: Registration, scheduling, officials coordination, community development, multi-media presence, equipment, eligibility, league development, All-Star Day, and supervision.

POSITIONS AVAILABLE
57 Assistant Director, League Sports
- Inner-Tube Water Polo League/Mini-Soccer Weeknight League – 4
- Nitobe Basketball League – 8
- Handley Cup Soccer / SRC Futsal League – 8
- Point Grey Flag Football League – 4
- UBC Rec Dodgeball League – 4
- Todd Ice Hockey League – 7
- The Ultimate League – 6
- Cross Volleyball League – 10
- SRC Futsal League / 11v11 Soccer – 4
- Officials Development - 2

POSITION TYPE
Volunteer

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

TIME COMMITMENT
8-12 avg/wk (Sep - Apr)

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

MANDATORY DATES
(in addition to programming requirements)
DESCRIPTION OF DUTIES

Oversee operations of individual leagues including but not limited to:

- Policy development and implementation
- Assist with marketing campaign including poster distribution and other promotions
- Officials scheduling, recruitment and training
- Registration, scheduling, results, and equipment
- Risk management and site management
- Enhancing and managing the participant and officials experience
- Attend weekly meetings
- Assist in the planning and implementation of league initiatives
- Development of officials training and evaluation processes
- Supervision of all UBC Intramural Leagues games and officials.

Take on specific responsibility within league operations including but not limited to:

- Social Coordination
- Officials Coordination and Personnel Management
- Tournament Coordination
- Communication and Participant Relations Coordination
- League Scheduling and Statistics Coordination
- Eligibility and Roster Coordination
- Equipment Management
- League Promotion
- Supervise league games and attend weekly office hour
- Assist with league administration including database management
- Assist with UBC Intramurals Market Research Project if required

Numerous optional opportunities will be present to assist with other UBC Recreation initiatives and events: These include: Day of the Longboat, Campus Chase, Lace Up for Kids, UBC Intramurals Tri-Du, Storm the Wall. If a staff member volunteers for any of these, they are expected to be above their normal schedule or responsibilities within their department.

SUPERVISION RECEIVED:

These positions report directly to the specific league director and is heavily supported by the UBC Coordinator, League Sports.

QUALIFICATIONS:

Education and Experience
Current 2018/19 UBC Student – required (Sep – Mar)
Current First Aid and CPR/AED certification – asset
Background and previous experience with UBC Recreation and/or community relations are assets.

Knowledge, Skills, Ability
- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Willingness to work individually as well as in a large team environment
- Knowledgeable about the sport an asset
- Previous experience with Microsoft Access, Excel, and Word an asset
- Previous experience in UBC Recreation Intramurals program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES:
By April 2019, Assistant Directors will have experience in:
- Leadership and working with others
- Management of time and projects while working effectively in a team environment
- Customer service, Conflict Resolution and Communication
- Sport Administration and Policy
- Conflict resolution skills
- Performance Assessment and Goal Setting

APPLICATION SUBMISSION
All applications are required to be submitted online 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