

# UBC RECREATION

## UBC INTRAMURALS VOLUNTEER JOB POSTING

### 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 programming 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)\*

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

Sept. 22, 23 & Sept. 28, 29 2018	Day of the Longboat *^
Mar. 9, 2019	UBC TriDu *^
Nov. 15, 2018	Lace Up for Kids *^
Mar. 24-27, 2019	Storm the Wall *^
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 the Sponsorship Director expected to be available specifically around the execution of servicing for major events (ex. Storm the Wall). 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, evening as well as weekends.***

### **OVERVIEW OF RESPONSIBILITIES**

The responsibilities Sponsorship Director will range from management of Assistant Directors to creative development of ideas around activation of product or prize 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 pricing, banners or contra
- Where possible, develop appropriate research of current and potential partners
- To target and lead specific initiatives around Intramural programming 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](#).

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**QUESTIONS?** Please contact the Program Development Team – [im.prod@ubc.ca](mailto:im.prod@ubc.ca)