

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT:

18/19 UBC INTRAMURALS DIGITAL COMMUNICATIONS DEPARTMENT

DEPARTMENT SUMMARY

Be a part of the team responsible for UBC Intramurals' social media platforms and online presence. This team is responsible for the management and production of editorial content, assisting with calendar planning, strategic development, and promotion of all digital channels (*Recreation Blog, YouTube, Twitter, Facebook, Instagram, Snapchat etc.*)

AVAILABLE POSITIONS

5 Assistant Director, Digital Communications

POSITION TYPE

Volunteer

APPLICATIONS CLOSE

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

TIME COMMITMENT

8-12 hours per week (Sep - Apr)

CANDIDATE INTERVIEWS

Group Interviews: Mar 12 – 14 (external candidates only)

Individual Interviews: Mar 16 – 18

MANDATORY DATES

(in addition to programming requirements)

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

Please note that the Digital Communications department is expected to be available specifically around the execution of campaigns for major intramural events and programs including, but not limited to; Imagine Day, Day of the Longboat, Lace Up for Kids, UBC Triathlon, and 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.

DESCRIPTION OF DUTIES

Assistant Directors will assist and participate in the creative development of ideas pertaining to social media content or interactive installations during programming. Specific initiatives will include, but not be limited to:

- Assist in management and development of the UBC Intramurals editorial content
 - Work closely with UBC Intramural departments (including Events, Leagues and the Marketing Sector) in developing and producing online material for the UBC Recreation social media and editorial elements.
 - Target and lead specific initiatives around Day of the Longboat, Lace Up for Kids, UBC Triathlon Duathlon, and Storm the Wall.
 - To assist assistant directors with content development and management.
- Assist in the management of Social Media platforms.
 - Organize and manage content for UBC Recreation Intramurals program
 - Assist in maintaining a regular schedule of content for UBC Recreation Facebook page, including the management of event listings for all UBC Recreation Intramural programs
 - Update UBC Recreation 's channels including, but not limited to Facebook, Twitter, Instagram, and Snapchat
- Attend weekly department meetings and additional meetings leading up to events

SUPERVISION RECEIVED:

These positions report directly to the Digital Media Director as well as working very closely with other members of professional and volunteer staff.

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
- Experience working with socials media platforms & wordpress 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:

- Working knowledge of Facebook, Snapchat, Instagram, Twitter
- 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

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