

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT:

18/19 UBC INTRAMURAL STUDENT ENGAGEMENT DEPARTMENT

DEPARTMENT SUMMARY

The Student Engagement team is responsible for coordinating, expansion and development of student partnerships across campus that facilitate, promote or strengthen engagement with the UBC Intramurals Program. Members of this department will have the opportunity to present to both large and small groups, develop print materials, participate and at times orchestrate unique programs such as “The Conversation” or the “UBC 150 presentations”. Further, the team will have the opportunity to assist in the design and development goals, priorities and expectations for this, and years to come.

AVAILABLE POSITIONS

4 Assistant Director, Student Engagement

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 9 – 9	Full Staff Retreat (overnight)
Jan 2019	Welcome Back Retreat

Please note that the Student Engagement team is expected to be available at a variety of times over the course of any given week. Between regular meetings and department responsibilities all team members should expect there to be an irregular element to the hours dedicated to certain initiatives. When appropriate this may involve adjustment of academic commitments to ensure both adequate time to both studies and department responsibilities. In addition, due to the nature of this portfolio it should be expected that a significant amount of time will continue to be dedicated to development of goals, objective and priorities. It is an expectation that hours will be a combination of daytime, evening as well as weekends

DESCRIPTION OF DUTIES

The responsibilities of the Student Engagement team will range from creative development of information expanding to installations and initiatives across campus. Specific duties may include, but not be limited to:

- To open and develop relationships with the student organizations and campus leaders and when appropriate professional staff/departments with the goal of student engagement in UBC Intramurals.
- To work closely with other UBC Recreation departments (including Intramural Events, Leagues and the Marketing Sector) to implement initiatives designed to increase awareness or engage students in UBC Recreation Intramurals Programming.
- As required, to assist with the design, contributions and development of materials promoting or supporting engagement in UBC Recreation Intramurals that could include but not be limited to: Print media, Photography, Video, Promotions, Documents, Contests, Graphics etc
- To lead and coordinate specific initiatives designed to heighten or develop engagement with students (individual or organizational) to engage with UBC Recreation Intramurals. Projects will include but not limited be limited to:
 - Imagine, League Sports, Day of the Longboat, Great Trek, Lace Up for Kids, Gladiator Versus, UBC Recreation “The Conversation”, Faculty Cup, Hall Of Fame, Storm the Wall & Staff Recruitment
- Attend weekly team meeting as well as any meetings required for successful delivery of a project.

SUPERVISION RECEIVED:

These positions report directly to the Student Engagement 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
- Background and previous experience with recreational programs & UBC student life – Clubs, Undergraduate societies, Greek Life, Res Life, Student Development, Peer Programs, Residence Hall Associations etc.

Knowledge, Skills, Ability

- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Leadership amongst a team of peers
- Strong written and oral communication skills
- Enthusiasm and willingness to embark on new initiatives
- Proactive, and dynamic
- Ability to work and perform under minimal supervision
- Strong interpersonal, conflict resolution and problem solving skills
- Organized, detail oriented & ability to multi-task

- Previous experience with Microsoft Access, Excel, and Word ~ asset
- Previous experience in UBC Recreation Intramural program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES:

By **April 2019**, Assistant Directors will have gained experience in:

- Event/Project administration, Planning, management & evaluation
- Performance assessment and goal setting
- Marketing, communication, Public Speaking, Presentation Planning
- Small to Midsize event planning and execution
- Partnership development & minor sponsorship
- Administrative aspect of working in a large volunteer-based 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