

# 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

## **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:**

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