

# UBC RECREATION

## UBC INTRAMURALS VOLUNTEER JOB POSTING

### DEPARTMENT

18/19 LEAGUE SPORTS 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)*

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

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 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](mailto:im.prod@ubc.ca)