

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

18/19 UBC INTRAMURALS SPONSORSHIP DEPARTMENT

DEPARTMENT OVERVIEW

The Sponsorship team is responsible for sponsorship fulfillment across the Intramural program. This team's responsibilities encompass 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, Pumpkin Run, Lace Up for Kids, Open Houses, UBC Triathlon and Storm the Wall 3) Assessment of new sponsorship opportunities and acquisition of new sponsors.

AVAILABLE POSITIONS

2 Assistant Director, Sponsorship

POSITION TYPE

Volunteer

TIME COMMITMENT

8-12 hours per week (Sep - Apr)

APPLICATIONS CLOSE

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

CANDIDATE INTERVIEWS

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

Individual Interviews: Mar 16 – 18

MANDATORY DATES

(in addition to specific programming requirements)

April 9	16/17 Full Staff Meeting
Sep 4	Imagine Day/ Blue Wave Promotion
Sep 6	Welcome Back to UBC Recreation Intramurals BBQ
Sep 9 – 10	Full Staff Retreat (overnight)
Sep 29 – 30	Day of the Longboat*
Nov 15	Lace Up for Kids
Jan 2019	Welcome Back Retreat
Mar 9, 2019	UBC Triathlon Duathlon
Mar 24 – 27, 2019	Storm the Wall

Please note that the Sponsorship team is 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.

DESCRIPTION OF DUTIES

The responsibilities Sponsorship team will range from creative development of ideas around activation of product or prize give away to at times development and solicitation of new clients. Specific duties will include, but not be limited to:

- Assisting in coordinating 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
- Assist with the management of marketing activation including prize, 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, Pumpkin Run, Lace Up for Kids, Open Houses, UBC Triathlon and Storm the Wall
- Attend weekly team meeting as well as any meetings required for successful delivery of a project.

SUPERVISION RECEIVED:

These positions report directly to the Sponsorship 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 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
- 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

ANTICIPATED LEARNING OUTCOMES:

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

- Strategically assess and evaluate sponsor fulfillment
- Management and execution projects
- Set strategic goals and assess their personal achievement
- Work collaboratively within a team environment
- Speak confidently in a public 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