

# UBC RECREATION

## INTRAMURALS VOLUNTEER JOB POSTING

### DEPARTMENT

19/20 UBC Recreation Intramural Events

### DEPARTMENT SUMMARY

UBC Recreation Events are some of the most recognizable and long-lasting traditions on the UBC campus and are often considered as a cornerstones of the UBC experience.

Six events teams are charged with the responsibility of collectively bringing 16-22 events to the UBC Campus and surrounding community. Ranging from events rooted in the history of UBC such as Storm the Wall, Day of the Longboat and the UBC Triathlon, to the innovative and progressive of Yoga Rave, and the tradition of Howl at the Moon Volleyball.

The Event Director position is an incredible opportunity to lead a team, be a part of a unique fabric of UBC all while creating an amazing university experience. Event Directors will lead a crew of three Assistant Directors.

### AVAILABLE POSITIONS

Event Director (6)

- Major Projects:
  - Day of the Longboat (Sep 21 - 22 & Sep 28 - 29 2019)
  - RUN VAN Partnership (Nov 3 2019 [Final date still TBD])
  - UBC TriDu (Mar 6 - 7 2020)
  - Storm the Wall (Mar 16 - 27 2020)

### POSITION TYPE

Volunteer

### APPLICATIONS CLOSE

Jan 27 2019 | 23:59

### TIME COMMITMENT

5-8 hours/week (Mar – Apr 2019) - if currently on Staff, this is above 18/19 commitments.

1-2 hours/week (April 2019 – August 2019)

15-20 hours/week (Sep 2019 through Apr 2020)

### CANDIDATE INTERVIEWS

Jan 28 – Feb 6 2019

### START DATE

Feb 28 2019

## REQUIRED DATES (all 2019 unless specified)

- \* Specific time to be determined
- \*\* Specific date(s) & times to be determined
- ^ May not require all members to be in attendance

Feb 28	Incoming Director Transition Meeting #1 (late evening)*
Mar 7	Incoming Director Transition Meeting #2 (late evening)*
Mar 11 – 13	Assistant Director Group Interviews**
Mar 14	Incoming Director Transition Meeting #3 (late evening)*
Mar 15 – 17	Assistant Director Interviews 1-1s (various times)*
Mar 21	Board Of Directors Meeting*
Apr 7	19/20 Full Staff Meeting*
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Aug 28 – 30	Directors Retreat (overnight)*
Sep 3 – 6	Imagine Day / Blue Wave & Welcome Back to Intramurals BBQ*
Sep 7 – 8	Full Staff Retreat (overnight)
Nov 30	Intramurals Winter Banquet**
Jan 2020	Full Staff Welcome Back Retreat**
Jan 2020	UBC Student Leadership Conference **^
Mar/Apr 2020	20/21 Assistant Director Hiring**
Apr 2020	Intramurals Spring Banquet**

**Mondays 7-8:30 pm from Sep 2019 to Mar 2020: Board of Directors Meetings (bi-weekly)**

## INTRAMURAL PROGRAMMING ATTENDANCE REQUIREMENTS

*Please note the dates below highlight only the major projects where all teams are expected to be available. Each Event Crew will manage between 3-4 additional projects over the year. Those dates and commitments will be discussed with successful candidates.*

Sep 28 – 29 2019	Day of the Longboat *^
Nov 3 2019 - TBD	NEW RUN VAN Partnership Event *^
Mar 7 2020	UBC TriDu *^
Mar 16 – 25 2020	Storm the Wall *^
Apr 2020	UBC Recreation Intramurals Hall of Fame **

**In order to be a part of the 19/20 Director team, all applicants MUST be available for the above dates and times (unless marked with “^”)**

***Please note that Event Directors are at times asked to have highly flexible schedules, particularly around planning and execution of major events (such as Storm and Longboat). 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 and nighttime as well as weekends.***

## **OVERVIEW OF RESPONSIBILITIES**

The responsibilities Event Directors will range from management of Assistant Directors to creative development of program ideas and programs to facilitating social and professional engagements for their team. Specific duties of the Director will include, but not be limited to:

- Policy development and implementation
- Marketing campaign development including visual element distribution and other promotions
- Active promotions organization and implementation bi-weekly
- Provide support to all events across the sector
- Event day staff recruitment, scheduling, and training
- Registration, scheduling, results, and equipment
- Officiating at events
- Risk management and site management
- Event and staff evaluation
- Hiring, delegation of duties, training and evaluation of Assistant Directors
- Leading weekly department meetings and additional meetings leading up to events
- Attend weekly Directors meetings
- Attend bi-weekly Board of Directors meetings
- Serve on the Board of Directors and attend department/program meetings as necessary

## **SUPERVISION RECEIVED**

This position will report directly to the UBC Recreation Intramural Events Coordinator

- For certain events, this position will report directly to an Intramurals Events Intern
- At times, additional supervision will be provided by other UBC Recreation Professional Staff
- For matters pertaining to Human Resources & Personnel, all Intramural Student Volunteers will receive additional supervision from the Intramurals Program Manager.

## **SUPERVISION EXERCISED**

Each Events Director position directly manages three Assistant Directors. In some cases, will oversee/co-manage other Assistant Directors specific to the execution of an event.

## **QUALIFICATIONS**

Education and Experience

- Current UBC Student ~ required
- Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus
- Current First Aid and CPR/AED certification ~ asset
- Experience and ability to work, address and engage large groups

Knowledge, Skills, Ability

- Strong interpersonal, conflict resolution and problem solving skills
- Enthusiastic, organized and responsible
- Experience and willingness to learn and teach others

- Experience and willingness to work with and lead people
- Team Leadership and delegation
- 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
- Previous experience in UBC Recreation Intramurals program (participant or other) an asset

### **ANTICIPATED LEARNING OUTCOMES**

By Apr 30, 2020, the members of the Events Director team will have gained the experience:

- Experience in conflict resolution, staff morale and productivity
- Event Administrative oversight & Management
- Performance Assessment and Goal Setting
- Influential Leadership and Project Management
- Community Engagement and Promotional Skills
- Administrative aspect of working with a large volunteer-based organization
- Staff Recruitment, Selection, and Training
- Public Speaking & Organizational Development

### **APPLICATION SUBMISSION**

All applicants must submit a Cover Letter and Resume, applicants not completing this will not be considered.

#### **Applications should addressed to:**

Alex Northey  
Coordinator, Intramural Events  
UBC Recreation Intramurals

Alyssa Reyes  
Coordinator, Intramural Student Engagement  
UBC Recreation Intramurals

Applications are to be submitted [here](#).

**QUESTIONS?** Please contact the Intramurals Program Development Team – [im.prod@ubc.ca](mailto:im.prod@ubc.ca)