

# UBC RECREATION

## INTRAMURALS VOLUNTEER JOB POSTING

### DEPARTMENT

19/20 UBC Recreation Intramural League Sports

### DEPARTMENT SUMMARY

UBC Recreation Intramural League Sports consists of eleven leagues and containing a collective of 1000+ teams annually. All leagues collectively play over 250+ games per week between late September and late March. As an integral and historic part of the extracurricular landscape of UBC, the League Sports program has the largest participant population of all Intramural Programming.

The League Director position is an incredible opportunity to lead a team, be a part of a unique social sporting and team environment all while creating an amazing university experience. League Directors will lead teams between 4 and 10 people in size.

### AVAILABLE POSITIONS

League Sports Director (9)

1 Director for each of the following departments:

- Inner Tube Water Polo | Weeknight Soccer
- Basketball
- Futsal | Soccer 11's
- Ice Hockey
- Ultimate
- Soccer 6's | Futsal
- Volleyball
- Flag Football
- Dodgeball

### 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)
Sep 16-19	Term 1 Leagues Reg Close**
Nov 30	Intramurals Winter Banquet**
Jan 10-12	Term 2 Leagues Reg Close**
Jan 2020	Full Staff Welcome Back Retreat**
Jan 2020	UBC Student Leadership Conference **^
Mar/Apr 2020	20/21 Assistant Director Hiring**
Apr 2020	Hall of Fame**
Apr 2020	Intramurals Spring Banquet**

**Mondays 5:30-6:30 pm from Sep 2019 to Mar 2020: Leagues Board of Directors Meetings (weekly)**  
**Mondays 7-8:30 pm from Sep 2019 to Mar 2020: Board of Directors Meetings (bi-weekly)**

**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 League Directors are required to have a high presence within their leagues and with the Leagues Staff. 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.***

### OVERVIEW OF RESPONSIBILITIES

The responsibilities League Directors will range from management of Assistant Directors to policy and rule enforcement to facilitating social and professional engagements for their team. Specific duties of the Director will include, but not be limited to:

- Hiring, delegation of duties, training and evaluation of Assistant Directors

- Oversee general operations of department and specific league components including but not limited to:
  - Policy/Rule development and implementation in conjunction with the Officials Development department.
  - Facility Interaction and Care with regards League operations
  - Training and Development of specific department League Staff
  - Promotion of League and League events throughout each semester
  - Scheduling, Officiating (except in Ultimate), Statistics, Eligibility, Communications, Promotions and Media/Participant Recognition
- Ongoing management and training of League Assistant Director responsibilities/interactions
- Evaluation, goal setting and mentoring of League Assistant Directors
- Act as primary liaison between program and league participants
- Hold/attend regular weekly department meetings
- Attend where possible, all Playoff Finals for the Leagues
- Attend weekly Director's meetings and bi-weekly Board of Directors meetings

### **SUPERVISION RECEIVED**

This position will report directly to the UBC Recreation Intramural League Sports Coordinator

- 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 Intramural Program Manager.

### **SUPERVISION EXERCISED**

This position directly manages between 4 and 9 Assistant Directors depending on the specific department. In some cases will oversee/co-manage other assistant directors within the League Sports, and Marketing Sectors.

### **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
- Experience in individual mentorship (both personal and professional)
- Experience in a variety of sports, specifically those offered by UBC Recreation Intramurals

Knowledge, Skills, Ability

- Strong interpersonal, conflict resolution and problem solving skills
- 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

## **ANTICIPATED LEARNING OUTCOMES**

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

- Experience in conflict resolution, staff morale and productivity
- Administrative oversight and initiatives in policy and rule development
- Performance Assessment and Goal Setting
- Influential Leadership and Project Management
- Administrative aspect of working with a large volunteer-based organization
- Staff Recruitment, Selection, and Training
- Some Event Planning and Management
- 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:**

Tristan Brown  
Coordinator, Intramural League Sports  
UBC Recreation Intramurals

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

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