

UBC RECREATION

INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

19/20 UBC Recreation Intramural Officials Development

DEPARTMENT SUMMARY

UBC Intramurals employs over 150 sport officials hired each year to officiate 8 league sports. These sports are basketball, volleyball, ice hockey, inner-tube water polo, dodgeball, futsal, soccer, and flag football.

As officials are an integral part of the operation of each of these leagues, the Officials Development department is mandated with the task of providing support in all facets of the role including but not limited to; collaboration and coordination with specific League Administration, rule and policy development, hiring and evaluation procedures, facility and sport orientation, officials related communication as well as on-going training and development.

AVAILABLE POSITIONS

Officials Development Director (1)

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*

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 5:30pm-6:30pm 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)

INTRAMURAL PROGRAMMING ATTENDANCE REQUIREMENT

Please note the dates below highlight only the major events where the Officials Development team is expected to be available. Additional dates and attendance requirements will be discussed with the successful candidate.

Apr 2019 UBC 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 members of the Officials Development Department are required to have a very high presence within the Leagues Staff, Recreation Facilities, Intramural Student Office and during league games. It is an expectation that hours will be a combination of daytime and nighttime as well as weekends.

OVERVIEW OF RESPONSIBILITIES

As the director of Officials Development, responsibilities will range from Assistant Director supervision and management to policy and rule development for specific sports. Specific duties of the Director will include, but not be limited to:

- Hiring of Assistant Directors (3)
- Development and implementation of a program-wide officials training program
- In conjunction with specific League Directors, review and manage all rules and polices as they pertain to the said sport.
- Oversee general operations of Intramural officials including but not limited to:
 - Co-Coordinated with League Administration of hiring/training of officials
 - Working with external partners to resource and execute training
 - Evaluation and Development of all officials
 - Working with individual league departments to effectively schedule officials
- Delegation of duties and training of Assistant Directors including but not limited to:
 - management of Assistant Director responsibilities/interactions

- Evaluation, mentoring and personal/professional development of Assistant Directors
- Hold/Attend regular weekly department & director meetings.
- Develop and hold at least one (1) professional development session per semester open to all officials
- In conjunction with the UBC Recreation Leagues Coordinator and UBC Recreation Intramurals Program Manager, conduct at least one (1) Supplementary Discipline review/focus group
- Attend in person or by proxy, all Officials training and development sessions
- Serve on the Board of Directors and attend department/program meetings as necessary

SUPERVISION RECEIVED

This position reports directly to UBC Recreation Intramural Student Engagement 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 UBC Intramural Program Manager.

SUPERVISION EXERCISED

This position directly manages two (2) assistant director staff. In some cases will oversee/co-manage other assistant directors within the league sector.

QUALIFICATIONS

Education and Experience

- **Current 2018/19 UBC Student ~ required**
- Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus
- **Full Year Commitment required (Sep 2019 through Apr 2020)**
- Current First Aid and CPR/AED certification ~ asset
- Certification or equivalent experience a game official ~ asset (multiple sports encouraged)
- 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 Officials Development Department 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
- 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:

Alyssa Reyes
Coordinator, Intramural Student Engagement
UBC Recreation Intramurals

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

QUESTIONS? Please contact the Program Development Team – im.prod@ubc.ca