

UBC RECREATION

INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

19/20 UBC Recreation Intramural Student Engagement Department

DEPARTMENT SUMMARY

The Student Engagement Director is responsible for coordinating, expansion and development of student partnerships across campus that facilitate, promote or strengthen engagement in the UBC Recreation Intramural Program. The director will have the opportunity to help design and development goals, priorities and expectations for this, and years to come. The Director will oversee a team of five (5) assistant directors.

AVAILABLE POSITIONS

Student Engagement 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 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 projects where the Student Engagement team is expected to be available. Additional dates and attendance requirements will be discussed with the successful candidate.

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 the Student Engagement team is expected to be available at a variety of times over the course of any given week. Between regular meetings and department responsibilities all team members should expect there to be an irregular element to the hours dedicated to certain initiatives. When appropriate this may involve adjustment of academic commitments to ensure both adequate time to both studies and department responsibilities. In addition, due to the nature of this portfolio it should be expected that a significant amount of time will continue to be dedicated to development of goals, objective and priorities. It is an expectation that hours will be a combination of daytime, evening as well as weekends

OVERVIEW OF RESPONSIBILITIES

The responsibilities of the Student Engagement Director will range from management of Assistant Directors to creative development of information expanding to installations and initiatives across campus. Specific duties of the Director will include, but not be limited to:

- Lead, develop and coordinate a staff of 5 assistant directors, including but not limited to their hiring, training, evaluating, and managing, in the delivery of responsibilities.
- To open and develop relationships with the student organizations and campus leaders and when appropriate professional staff/departments with the goal of student engagement in UBC Intramurals.

- To work closely with other UBC Recreation departments (including Intramural Events, Leagues and the Marketing Sector) to implement initiatives designed to increase awareness or engage students in UBC Recreation Intramurals Programming.
- As required, to oversee the design, contributions and development of materials promoting or supporting engagement in UBC Recreation Intramurals that could include but not be limited to: Print media, Photography, Video, Promotions, Documents, Contests, Graphics etc
- To lead and coordinate specific initiatives designed to heighten or develop engagement with students (individual or organizational) to engage with UBC Recreation Intramurals. Projects will include but not limited be limited to:
 - Imagine, League Sports, Day of the Longboat, Great Trek, Lace Up for Kids, Gladiator UBC Recreation “The Conversation”, Faculty Cup, Hall Of Fame, Storm the Wall & Staff Recruitment
- Development and management of campus communication networks with the following groups:
 - UBC Residence Life & UBC Residence Councils
 - UBC Faculty’s & Undergraduate/Graduate Councils
 - UBC Greek Societies (Fraternity & Sororities)
 - UBC AMS Clubs
- Leading weekly department meetings
- Attend weekly Director’s meetings and bi-weekly Board of Directors meetings

SUPERVISION RECEIVED

This position reports directly to UBC Recreation Promotions 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 5 Assistant Directors.

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
- Full Year commitment ~ required (Sep 2019 through Apr 2020)
- Current First Aid and CPR/AED certification ~ asset
- Background and previous experience with UBC Recreation ~ assets
- Experience in student organizations across campus (government, clubs, programs etc)

Knowledge, Skills, Ability

- Enthusiastic, organized and responsible
- Experience and willingness to learn and teach others

- Team Leadership and delegation
- Strong communication skills written, oral (including presentations)
- Enthusiasm and willingness to embark on new initiatives
- Ability to work and perform under minimal supervision
- Strong interpersonal, conflict resolution and problem solving skills
- Organized, detail oriented & ability to multi-task
- Previous experience with Microsoft Access, Excel, and Word ~ asset
- Previous experience in UBC Recreation Intramural program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES

By Apr 30, 2020, the Director of the Student Engagement department will have gained experience in:

- Creative thinking & presentation development
- Team management, job satisfaction & productivity
- Project administrative oversight & management
- Performance assessment and goal setting
- Influential Leadership and Project Management
- Administrative aspect of working in a large volunteer-based organization
- Staff Recruitment, Selection, and Training

APPLICATION SUBMISSION

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

Applications should addressed to:

Ally Anderson
 Coordinator, Marketing & Communications
 UBC Recreation

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

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