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# UBC RECREATION

## Intramural Assistant – Scheduling & Officials

### Position Title

- **UBC Recreation Intramural Assistant**  
*League Sports – Scheduling & Officials*

### Position Summary

Under the direction of the UBC Recreation Intramural Program Manager, the **Intramural Assistant, League Sports – Officials & Scheduling** is responsible for assisting in development, delivery, evaluation and maintaining the day-to-day operations of the UBC Intramural League Sport program.

The 2021-22 Intramural League Sport Program operates from August through April, including regular evening and weekends. League programming will include up to 7 unique sports operating out of multiple venues across campus managed and supported by 40+ student staff administrators and 100+ game officials.

In addition to duties pertaining to Intramural League Sports, the incumbent should expect to work with/alongside other UBC Recreation professional staff and be assigned responsibilities associated but not limited to; Day of the LongBoat, Great Trek, UBC Triathlon and Storm the Wall.

This position will work closely with, and at times provide direct supervision to Game Officials & Intramural student staff administrators.

### Work Performed

#### **General**

The position is expected to have a highly regular interaction with league officials and participants. Supporting this, it will be required that the incumbent work closely with both professional and student staff through formal and informal settings.

The position is expected to be present as per assigned responsibilities and take part in:

- Regular weekly meetings with Intramural Program Manager & student administrative staff
- As required, scheduled staff/committee meetings
- All retreat, orientation, training sessions, banquets & award ceremonies
- On-site league delivery – including evenings and weekends
- The delivery of exceptional participant experience to program participants

#### **Officiating and League Scheduling**

The position will provide assistance, and at times direct oversight in aspects pertaining to the development, delivery and evaluation of league schedules and officials' operations including, but not limited to;

- Officials recruitment – promotion & marketing
- Scheduling (League Games and Officiating), Game Results & Statistical Tracking
- Operational and sport specific rules, policies and procedures
- Supervision, performance management and evaluation systems
- Officials recognition and awards

- Venue management, program delivery and equipment
- Safety (staff & participant), incident/emergency response and reporting
- Supplementary Discipline System including investigation and hearings
- Fiscal management, reporting of hours, reconciliation & projection
- Participant Communication
- *Other duties as assigned*

### **Officials and Student Staff Management**

The position will assist and at times provide direct oversight in aspects pertaining to staff management, including but not limited to;

- General program & officiating specific retreats, orientation and training sessions
- Hiring, orientation, training & development and performance guidance
- Delegation of responsibility, tasks, project timelines and program delivery
- Recognition, evaluation & awards
- *Other duties as assigned*

### **UBC Athletics & Recreation**

At times, this position will have opportunities to take part in larger departmental initiatives.

- Local Health & Safety Teams
- Supplementary Discipline Hearings
- Developing, implementation, monitoring, and evaluation of departmental policy and procedures
- Implementing change related to statistical and program data.
- Preparation of annual budgets

The position is expected to have a regular physical presence during league operations including weekend and evening work.

### **Supervision Received**

The Intramural Assistant position reports directly to the Intramural Program Manager and as well should expect to work very closely with and receive direction from all professional staff within UBC Recreation Intramurals. When required the incumbent will be expected to work with other members of the UBC Athletic and Recreation department, University Staff, external vendors and members of the community. This position works both independently and in a team environment. The work performed is under a designated set of program, department and university policies and procedures and when required, it is expected that the employee defer to a supervisor when judgment or decision-making falls outside of these parameters.

### **Consequence of Error/Judgement**

Intramural Staff are expected to conduct themselves and execute their designated projects and /or assignments in a respectful, timely and supportive way. Failure to deliver this in a manner that meets these standards may impact negatively on access to services, jeopardize students' well-being, and result in increased risk to the University. Errors or incorrect decisions could result in direct costs, lost opportunities, impacts or delays for students, staff, faculty and the public. Damage to the department and to the University's reputation may occur if the incumbent does not conduct themselves or their responsibilities in the expected manner.

### **TERM, HOURS, SALARY**

- Fulltime
- Aug 3rd, 2021 through April 30 2022 (Term appointment)
- Regular evening and weekend work - at times extended hours will be required
- \$3500 monthly

### **Candidate Qualifications**

## General Experience

- League sports, and/or team recreation
- Sport officiating (*Strongly Recommended*)
- University culture and student populations
- Familiarity and knowledge of UBC
- Proven ability to:
  - learn quickly and exercise sound judgment and problem solving
  - communicate effectively verbally and in writing
  - self-start, keep organized and be responsible
  - work well in a face paced, busy and often loud environment
  - adapt to new situations, be flexible with change
  - work both independently as well as in large team environments

## Employment/Working Knowledge:

- Experience supervising staff and/or volunteers
- MS Office Systems – Word, Excel, Outlook, Access Database
- Previous experience as UBC Intramural Student Staff (asset)

## Certifications

- Valid Class 5 Driver's License with no restrictions
- Sport specific officiating certification – previous or current (asset)
- First Aid with CPR/AED certification (asset)

## Educational Level

- Undergraduate Degree; or
- Equivalency of education & work experience

## Job Location

Vancouver, British Columbia Canada

## Job Nature

- On-Campus (UBC Vancouver) Job

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**For more information please contact Jason McManus via information below.**

Applications will be accepted until July 4<sup>th</sup> 2021

To apply please send a **resume** and **cover-letter** to:

Jason McManus  
Manager, Intramural Programs  
[Jason.mcmanus@ubc.ca](mailto:Jason.mcmanus@ubc.ca)

**OR**, apply through [Careers Online](#).

**Note: applications not containing cover letter will not be accepted.**