

UBC RECREATION

INTRAMURALS STUDENT STAFF - VOLUNTEER PROGRAM

Department 21/22 League Sports & Events

Available Positions Assistant Director

League Sports	#
Nitobe Basketball	7
Handley Cup Soccer	8
Dodgeball	4
Ultimate	4
Cross Volleyball	8
Ice Hockey	5
<i>Important Note: 21/22: All Staff, including Leagues will be expected to assist with the delivery of Major Events Projects.</i>	
<i>The following departments will not be in operation for the 21/22 year: Inner-Tube Water Polo, Point Grey Flag Football, Esports and Officials Development.</i>	

Events	#
Total	12
<i>Major Events Projects: Day of the Longboat – Sep 25/26, 2021 ^^The Great Trek Run Event – Oct 22/23, 2021 UBC Triathlon Duathlon – Feb 28-Mar 5, 2022 Storm the Wall – Mar 14-23, 2022</i>	
<i>Events Staff will be assigned to specific programs, including additional small and medium programs at a later date.</i>	
<i>Note: 6 additional assistant director events staff are expected to be hired for Jan-Apr 2022</i>	
<i>^^The Great Trek is a cooperative partnership between UBC Recreation Intramurals & RunVan - Intramural Events Staff will have opportunities to be involved</i>	

Applications Close Friday, July 16 - 11:59pm (23:59) PST

Candidate Interviews July 19-29, 2021

Position Type Volunteer

Time Commitment 8-12 Hours Per Week (Sep - Apr)

*** Depending on Specific Projects: Time can be 30+ hours/week during the week leading up to larger events (such as League Playoffs, UBC Triathlon, Storm the Wall, or Day of the Longboat)*

Department Summaries

League and Event Assistant Directors are responsible for the planning, implementation, delivery, and maintenance of all Intramural programs.

The **Intramural Events Assistant Directors** are responsible for the development, management and execution on a wide variety of programs and will regularly work collaboratively.

The **Intramurals League Sports Assistant Directors** are managing the day-to-day and long-term operations of their designated league. During certain times of the year, all staff, including Leagues will assist with the delivery of major events such as Day of the LongBoat, UBC Triathlon and Storm the Wall.

Mandatory Dates

(*) Specific Time TBD | (**) Specific Time & Date TBD | (^) Not all members needed in attendance

ALL STAFF

Sep 6-10	UBC Student Orientation & IM Welcome
Sep 11-12	Full Staff Training/Retreat*
Sep 25/26	Day of the Longboat
Jan 2022	Full Staff Welcome Back
Feb 28-Mar 5	UBC Triathlon Duathlon (Mar 5 – Race Day)
Mar 13-23	Storm the Wall (Clinics & Races)

LEAGUES SPECIFIC

Mid-Late Sep	Registration Close & First Days of Play, Participant Orientation
Oct 23/24	The Great Trek Run Event^
Mid-Late Nov	League Playoffs
Weekly	Supervising and Admin Hours

EVENTS SPECIFIC

Oct 23/24	The Great Trek Run Event
TBD	Additional events & tournament calendar (to be added)

(All Staff are encouraged to support the Great Trek Run Event, but not mandatory for Leagues Staff.)

Please note that the above dates detail only dates to which programming has already been committed. Additional dates may be added once the department is assembled.

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.

Description Of Duties

Assist in the operation of leagues, events, tournaments and races including but not limited to:

- **League & Event Management** – logistics, registration, scheduling, results, equipment, officials, staff & day-of staff management, presence at/supervision of all programs
- **Participant Experience** – customer service, communications, conflict resolution
- Policy development and implementation
- Marketing campaign including poster distribution, active promo, and other promotions
- Event day staff recruitment, scheduling, and training
- Attend weekly department meetings and additional meetings leading up to peak of program involvement (playoffs, events)

Supervision Received

League Sports Assistant Directors report to:

- Specific Department Director – primary
- Manager, Intramural Programs
- Intramural League Assistants (Formerly known as Interns)

Event Assistant Directors report to:

- Specific Department and/or Project Director – primary
- Coordinator, Intramural Events
- *UBC Triathlon Duathlon Staff will report to Coordinator, Intramural Student Engagement*

At times, staff will receive direction and support from various other Intramural, Athletics & Recreation or University Staff.

For matters pertaining to Human Resources & Personnel, all Intramural Student Volunteers will receive additional supervision from the Intramural Student Engagement Coordinator and/or Program Manager.

Qualifications

Education and Experience

- Current 2021/22 UBC Student – **required** (Sep – Mar)
- Current First Aid and CPR/AED certification ~ asset

Knowledge, Skills, Ability

- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Willingness to work individually as well as in a large team environment
- Previous experience within Intramurals (participant or other) ~ asset

- Experience with Microsoft Access, Excel, and Word ~ asset
- Experience in large or small program planning, management and/or implementation ~ asset

Anticipated Learning Outcomes

By **April 2022**, Assistant Directors will have gained experience in:

- Program planning and Administration
- Performance Assessment and Goal Setting
- Project, Time and Priority Management
- Community Engagement and Promotional Skills
- Administrative, Social and Development while working in a large organization
- Staff Recruitment & Training

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.

Application Submission

All applications are required to be submitted on line and have an accompanying resume. Application questions take place for a cover letter so please ensure to provide detailed responses.

Online application form [here](#)

Questions? Please contact Intramurals Program Development: IM.Prod@ubc.ca