

# UBC THUNDERBIRDS RECREATION

## INTRAMURAL VOLUNTEER JOB POSTING

**DEPARTMENT:** 2022/23 League Sports & Events

**AVAILABLE POSITIONS:** Assistant Director

League Sports	#
Nitobe Basketball	8
Handley Cup Soccer	10
Dodgeball	4
Ultimate	6
Cross Volleyball	10
Todd Ice Hockey	6
Ultimate	6
Flag Football	6
<p><i>All staff including Leagues will be expected to assist with the delivery of major Events Projects.</i></p>	

Events	#
Day of the LongBoat & UBC Triathlon Duathlon	8
Gladiator & Storm the Wall	8
<p><i>Events staff will be assigned to additional small and medium programs at a later date.</i></p>	
<p><i>^^The Great Trek is a cooperative partnership between Intramurals &amp; RUN VAN - Intramural events staff will have opportunities to be involved.</i></p>	

**APPLICATIONS CLOSE** March 23 at 23:59 PST

**GROUP INTERVIEWS** March 26-27 2022

**INDIVIDUAL INTERVIEWS** March 31-April 3, 2022

**POSITION TYPE** Volunteer

**TIME COMMITMENT** 8-12hours per week (Sept-Apr)\*

*\*Could be as high as 30+ hours during the week leading up to larger programs (such as League Playoffs, Day of the LongBoat, Gladiator, UBC TriDu, Storm the Wall)*

## DEPARTMENT SUMMARIES

**League and Event Assistant Directors** are responsible for the planning, implementation, delivery, and maintenance of all Intramural programs. Under guidance of Directors, Assistant Directors both individually and in collaboration with their team will be responsible for all aspects of the operation and delivery of each league and event.

The **Intramural Events** Assistant Directors are responsible for the development, management and execution on a wide variety of programs and will regularly work collaboratively. Intramural Events are some of the most recognizable and long-lasting traditions on UBC's campus and are often considered as a cornerstone of the UBC experience. Four events teams are charged with the responsibility of collectively organizing and executing a diverse events portfolio including Day of the LongBoat, Great Trek, Gladiator, the UBC Triathlon Duathlon, and Storm the Wall. Each Events crew will consist of 4 Assistant Directors led by a Director.

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. Intramural Leagues consists of 7 leagues containing a total of 1000+ teams annually. All leagues collectively play over 200+ games per week between late September and late March. As an integral and historic part of the extracurricular landscape of UBC, the Leagues Department has the largest participant population of all Intramural programming. Each Leagues crew will consist of 4-10 Assistant Directors led by a Director.

## MANDATORY DATES

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

### ALL STAFF

April 11, 2022	First Full Staff Meeting*
September 6/7	Imagine Day & Blue Wave*
September 8	IM Staff Welcome Back Event*
September 10-11	Full Staff Retreat *Overnight
September 14	Recess Promotional Event*
September 17/18	First Aid Training
December '22	Winter Formal**
January '23	Full Staff Welcome Back Social**
April '23	Awards & Recognition Banquet**

### LEAGUES SPECIFIC

September '22:	Registration Close & First Days of Play, Captain & Participant Orientation
November '22:	League Playoffs
Weekly:	<i>Supervising and Admin Hours</i>

### EVENTS SPECIFIC

September 24/25	Day of the LongBoat Clinics
October 1/2	Day of the LongBoat Races
October '22	Great Trek

**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

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 2022/23 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 2023, 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](mailto:IM.Prod@ubc.ca)