

# Work Study 2022 Application

## Job Title:

Recreation Communications Leader

## Summer Session (May-Aug) hours requested:

680

## Winter Session (Sept-Apr) hours requested:

816

## Choose Position Classification:

Academic & Professional Practice

## Job Description

### ATHLETICS & RECREATION DEPARTMENT PROGRAMMING PHILOSOPHY

The Department of Athletics and Recreation at UBC's Okanagan campus enhances the campus experience by providing engaging and active opportunities that contribute to each individual's holistic UBC experience. The three pillars of program delivery are:

- **Campus Community Engagement:** Encourage the campus community to engage in Athletics and Recreation programming, developing campus spirit and a sense of belonging to UBC and the Okanagan campus.
- **Healthy Lifestyle Initiatives:** Connect the campus community to opportunities that will enable everyone to lead an active and healthy lifestyle enhancing one's mental, physical, and emotional well-being.
- **Social Programming Opportunities:** Provide the campus community with opportunities to participate in activities that will develop personal relationships, interpersonal skills, self-esteem, and leadership.

### ORGANIZATIONAL RELATIONSHIP

The Communications Leader will receive direct supervision and mentorship from the Recreation Manager, though they will be supported by all professional members of the Recreation team. The Recreation team will work closely with the Communications Leader to ensure they have the tools to be successful in their position. The Recreation Manager will be responsible for ensuring that the Communications Leader has the opportunity to perform work independently, but will also be available for assistance when required. All decisions made by the Communications Leader will be reviewed by the Recreation Manager to ensure a minimum standard is met. The Communications Leader may also engage with additional department staff to further enrich their experience by collaborating with a variety of supervisors and mentors. The Communications Leader will work with all supervisors of student staff as well as student staff within the Athletics and Recreation team to create a communications plan for the year that is cohesive through the department.

### RESPONSIBILITIES

- Update and maintain the UBCO Recreation Website.
- Supply content for the UBCO Student Life blog, AVPS newsletter, the UBCO exchange and other communication mediums across UBC campus community.
- Ensure all recreation programs and relevant information is uploaded to the UBCO Events calendar

- Support the Recreation team in ensuring all communications projects are supplied and executed with the AVPS Communications team for digital screens and other digital and print projects
- Develop, maintain and execute the monthly Recreation Newsletter
- Work with the events team on recreation promotional “pop-ups” across campus
- Work with the Recreation Social Media Leader to share content for events and programs on social media channels
- Work with Events team for programming updates and promotions for upcoming events
- Connect with Recreation Manager for Intramural content, promotion and updates
- Connect with Physical Activity Coordinator for content, promotion and updates.
- Connect with Recreation Coordinator for content, promotion and updates for recreation activities and group fitness.
- Additional Administrative task, including, but not limited to: data entry and recreation programming in ActiveNet

#### BENEFITS

- Hourly wage at CA\$15.50/hour.
- Flexible hours and work schedule.
- Student Membership (access to UBCO’s recreation facilities & programs).
- Invitation to attend the Student Leadership Banquet.
- Opportunity to:
  - o Develop and enhance communication, interpersonal, professional, and organizational skills.
  - o Gain experience in website design and updates, create monthly newsletter and maintain
  - o Improve logistical coordinating skills for a professional environment.
  - o Obtain experience working with new student staff, volunteers, and professional staff in a collaborative work setting.
  - o Gain personal satisfaction, growth, and sense of community.

#### Qualifications

- Currently enrolled at UBC’s Okanagan campus – All years of study are welcome to apply.
- Exceptional organizational, interpersonal, and communication skills.
- Ability to communicate across a variety of platforms (email, phone, text).
- Experience working independently and in a team environment.
- Role model and leader in the campus community.
- Excellent record keeping practices.
- Proficiency working in logistics with a critical eye and attention to detail.
- Proficiency in Microsoft Office.

## 1. Personal growth and professional development

The Recreation Manager will be responsible for all orientation, goal setting, and training with the Communications Leader. During the student's first shift, the Recreation Coordinator will provide a thorough orientation of the department and its programming, including a review of the job description, tasks, and responsibilities. Job specific training will be provided to ensure the Communications Leader is comfortable with using specific software for website, UBC Event software, Google Sheets, Google Calendar and other communication tools as needed. At this time, additional resources will be provided to the student to ensure they have all the tools they need for success. Additional learning opportunities will be available throughout the term in the form of UBC training sessions, virtual conferences, NIRSA (the governing body for Leaders in Campus Recreation) roundtables, and one on one mentorship with the Recreation manager and other members of the recreation team.

All training will then be reviewed by both the student and Recreation Manager to ensure there are no gaps in training. Once all training has been completed, the Recreation Manager will meet with the student to identify both short and long term goals.

Moving forward the student will be responsible for executing the job description with the support of the Recreation Manager. This is a leadership role and the student will be responsible for time management and making sure updates in all communication avenues are maintained for consistency across the UBC Community. At the end of each term, the student will be required to complete a self reflection exercise with the Recreation Manager that will showcase their personal and professional growth.

## 2. Workplace Skills

The student will have the opportunity to develop, apply, and transfer a number of soft and job specific skills through this position, including:

1. Developing their communication and inter-personal skills by connecting with various members of the recreation team to gather information and content, provide recreation information, activities and updates to the campus community.
2. Developing their problem solving skills while prioritising content to drafting messages, update the website and provide communication updates to various cross-campus platforms
3. Developing their analytical skills as they review details on events and programs for campus wide communication.

The development of these skills will be a part of the student's goal setting process and will be check/evaluated throughout the term of the position to ensure that progress is being made. All of these skills can be transferred into a number of different careers as countless workplaces rely on personnel that possess a variety of communication, inter-personal, problem solving, and coordination skills.

## 3. Career Exploration

With the support and guidance of the Recreation Manager, the Recreation Event Leader will build relationships within the Athletics & Recreation Department and throughout the AVPS portfolio. The student will be encouraged to attend both virtual and in person conferences and meeting through NIRSA, UBC and the AVPS portfolio where they will be exposed to a number of industry professionals and provided the opportunity to network with both professionals and peers. The student will also be invited to attend the NIRSA Canada Conference where leaders in collegiate recreation from across the country exchange ideas, discuss trends, and collaborate to create healthier campus communities. Attendees have multiple opportunities to socialize and network with a wide variety of recreation professionals throughout the conference, further developing their interpersonal skills.

#### 4. Hands on Learning

The Communications Leader will be tasked with creating a consistent & cohesive weekly & monthly communication plan for the department. They will be responsible for managing all updates for the website, newsletter and other communication mediums throughout the department and across campus. This experiential learning process will allow the student to learn in a “hands on” situation. The student will naturally face “real world” problems such as last minute changes and updates due illness or emergencies, limited event staff availability, and off-campus facility updates. The student can expect the Recreation Manager to collaborate with them regarding appropriate solutions while still being given the opportunity to problem solve on their own and provide their own suggestions for approval.

This position is fit for students of various academic programs as skills of communication, collaboration, prioritizing, problem solving and multi-tasking are transferable to a wide range of careers. The Communication leader position will provide experiential learning opportunities for all students.

#### 5. Mentorship and Support

The Communications Leader will receive ongoing support and mentorship from the Recreation Manager. The student will receive both informal (verbal) and formal (verbal & written) feedback from the Recreation Manager at each meeting. Meetings will be held weekly and will discuss both the previous week’s experience as well as plans for the upcoming week, including success criteria. Weekly meetings will also provide the student the opportunity to provide feedback on their experience. At the end of each month and term, the student will undergo a more thorough evaluation where they will have an opportunity to review and revise goals, measure the development of soft & job specific skills, and reflect on their personal & professional growth.

An emphasis will be placed on the students work-life-school balance, with academics being the highest priority. A flexible work schedule will ensure that the student becomes a well rounded individual and adjustments to workload can be made at the student’s request.

The Recreation Manager has many years of experience supervising and mentoring youth and believes strongly in empowering our youth to develop positive, productive, and successful members of society. An “open door” policy will further allow for direct communication between the student and supervisor.

#### 6. Contribution to the University as a whole

The Communications Leader will be an essential component for the Athletics & Recreation department’s student staff compliment. The position helps provide our UBC community with up-to-date information on programs and services offered through UBCO Recreation. This position is vital in contributing to the department’s current and future programming for staff, faculty and students. It will provide the campus’ student population with the opportunity for meaningful employment in an environment that aligns with the Wellbeing Strategic Framework’s priority of Physical Activity and Social Connection.

The successful outcome of this position will result in a campus community that is well informed about the breadth of programming offering by UBC recreation. They will become ambassadors not only for active, healthy, lifestyles, but for a well rounded UBC experience.