



Student Association of George Brown College

Job Title:	Events & Recreation Support Staff	Job Category:	Support Staff
Department/Group:	Recreation Department	Will Train:	Yes
Location:	GBC campuses: various remote work where applicable	Travel Required:	Yes
Rate of Pay:	\$15.00/hr (up to 20 hours per week)	Position Type:	Temporary - Part-Time
Reports to:	Recreation Coordinator	Start & End Date:	August 2021-April 30 2022
Number of Vacancies:	*multiple positions available	Posting Expires:	May 31, 2021 11:59pm

How to Apply:

Submit cover letter and résumé to: humanresources@sagbc.ca
 Subject Line: <your name>: Events & Rec Support Staff Application

Job Overview:

The Student Association represents 24,000+ GBC students, and events and recreation brings those 24,000+ students together in memory-making ways.

The Recreation Department builds students’ college experience beyond the classroom. And, as Events & Recreation Support Staff you will be central to promoting, supporting and running events on campus and online. You will be engaging with diverse students in diverse ways; helping all students of all identities see themselves reflected with opportunity to come together socially. Note that the ability to approach students, and connect with them online and on campus is a large part of this role. This role functions online, and in-person as needed to help keep students connected.

GENERAL RESPONSIBILITIES:

Marketing & Promotions:

- Use effective, creative, tailored tactics to talk about offerings in ways that appeal to diverse students
- Deliver on marketing strategies and plans of the Student Association as directed
- Engage and dialogue with students on social media as directed; able to pitch social media copy and captions
- Postering, leafleting/flyering, tabling for upcoming events (including digital postering, virtual tabling)
- Participating in annual events; including Orientation and assembling frosh kits and mail-outs for distribution
- Support running contests (e.g. digital)
- Support ticket sales

Communications & Outreach:

- Stay current with SA mission, services, and scheduled events; able to communicate details and benefits
- Answer and direct questions (i.e. email, online, on-site) with professionalism and timeliness
- Support and direct guests
- Actively participate in trainings and off-campus learning opportunities as provided
- Positively support other Student Association programs, campaigns, and staff as needed
- Solicit student input as directed; including supporting running of focus groups or surveys



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Planning & Logistics:

- Support idea generation for events (e.g. speakers, videos, socials) aligned with SA mission and student needs
- Support brainstorming and the developing of effective and creative ways to engage students on campus/online
- Support event logistics for virtual events, webinars, speakers, fairs, etc.
- Serve as host, co-host, or tech for events, webinars, videos, Instagram live, Facebook live, etc.
- Support, including attendance and participation at event activities as requested
- Safely handle aspects of event set-up and tear-down of on-campus events, including clean up; for example, the running of Events' Grab & Go (in-person food giveaways) across campuses
- Other duties as assigned

YOU HAVE:

- Experience working with, and for students; familiarity with George Brown College community
- Comfort and confidence to speak to small and large groups, able to start conversations with students
- Experience with Zoom; knowledge of Zoom features
- Demonstrated knowledge of social media platforms; experience with Facebook and Instagram
- Ability to pitch and write engaging and concise social media copy
- Effective communication skills across different audiences (internal and external, professionals and peers)
- De-escalation skills, and problem-solving skills
- Ability to work independently with minimal supervision, but team oriented
- The self-discipline and motivation to work remotely, and take initiative on the right tasks
- Availability and able to work nights
- An understanding of the Student Association and the importance of the student movement
- Value equity, diversity, and inclusion

YOU MIGHT ALSO HAVE:

- Experience hosting or delivering presentations, trainings, webinars, or online activities
- Experience or demonstrated commitment to accessibility, and accessible event planning
- Understanding of consent, and demonstrated commitment to ending gender-based violence on campus
- Experience with campaigns and education; awareness of barriers to education and student struggles

REQUIRED:

- Full-time GBC students enrolled 2021-2022 prioritized, or part-time student and/or recent GBC grads/alumni
- Availability - Work hours based on workload, staff work production, and availability. Some evening required
- HOW TO APPLY:
 1. Must submit cover letter and résumé
 2. AND video submission (see instruction)



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Recreation Support Staff Video Submission

Thank you for your interest in interviewing for the Recreation Support Staff position. Along with submitting your resume & cover letter, a video submission is also required.

Task:

Act as if you are an Events & Recreation Support Staff member of the Student Association and record a video of yourself promoting Virtual Trivia Event to students.

- Note: you can make up the information for the event (i.e. ticket cost, timing of event & etc...)

Video length: 2mins

How to Submit Video

- Send to humanresources@sagbc.ca
 - Subject Line: Events & Rec Video Submission - (your first & last name)

Or

- Submit using www.wetransfer.com
 - Send email to humanresources@sagbc.ca

What We Are Looking For

- Outgoing personality - An integral part of the job is being able to go around the campus and promote upcoming events to other George Brown students. Being able to promote events in a way that will get students excited is essential.
- Team player - Being a member of the Recreation Support Staff means you will be working as a team throughout the year to execute events. The ability to work within a team is vital for us to have a successful event year.
- Time Management - If selected to join the Recreation Support Staff you must be able to stay on top of your studies along with other commitments you may have at home. We are looking for people that have the ability to keep themselves organized while also exhibiting the passion and enthusiasm of being active and getting others active with school events.

*Student Association Vision:
Students are empowered to influence a just world.*

*Mission Statement:
We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:
The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.*