



Student Association of George Brown College

Job Title:	Events & Recreation Support Staff	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Events & Recreation	Reports to	Sr. Coordinator Events and Recreation
Location:	Casa Loma, St. James, Waterfront Campus & other include Satellite Campus locations & Online	Will Train Applicant(s):	Yes
Rate of Pay:	\$15.50/hr. (up to 20 hours per week)*	Position Type:	Part-Time Temporary Contract
Travel Required:	Yes	Start & End Date:	August 2023 - April 30, 2024
Number of Vacancies:	*multiple positions available (10)	Posting Expires:	June 4, 2023 11:59PM *or until position is filled

How to Apply:

Submit **cover letter AND résumé** to: hiring@sagbc.ca

Subject Line: <your name>: Events & Recreation Support Staff Application

** Please attach your Cover Letter and Resume in a PDF version

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

Job Overview:

The primary purpose of this position is to promote, support and run events planned by the Events & Recreation Department. Please note that engaging with students on campus is an extremely large component with this job. Having the ability to approach students & connect with them is an asset we look for in a potential applicant.

General Responsibilities:

- Marketing and promotions for Events & Recreational programming which consist of the following;
 - Engaging with students through face to face promotion
 - Putting up posters on all Student Association bulletin boards
 - Distribution of flyers for upcoming events
 - Online engagement with students via Instagram, Facebook & etc...
 - Support orientation week events reach out and tabling, support with frosh kits distribution to new students



Student Association of George Brown College

- Brainstorming & developing creative ways to engage students on campus
- Handle all aspects of set up and tear down of events, including clean up at the end of the event and assist with the set-up and take-down of materials for various events.
- Participate in event activities when requested & support with the event running as directed
- Answer basic events inquiries in-person, via email or phone and escalate issues when necessary to the program coordinator
- Assist with other related duties to contribute to the overall operation of events under direct guidance.
- Support other Student Association services when requested.
- Other duties as assigned

MUST HAVE:

- Knowledge of using various social media platforms: Facebook, Instagram, Twitter, Snapchat & etc
- 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.
- The ability to work in a team: 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.
- The ability to multitask
- Excellent communication skills
- The ability to solve problems & Demonstrated responsibility and leadership abilities.
- Availability to work flexible hours including at nights
- The ability to take initiative and work independently
- An understanding of the dynamics and diversity of an urban college environment

YOU MIGHT ALSO HAVE:

- Previous experience in Events & Recreation programming (as staff).
- Experience working within a students' union and familiarity with the Canadian students' movement is an asset
- Demonstrated conflict mediation skills is considered an asset.

REQUIRED:

- Full-time GBC students enrolled 2023-2024 prioritized, or GBC part-time and/or recent grads/alums.
- Availability
- Job offer/continued employment contingent on availability; Working hours are based on SA planned events that include night events to cover and support.
- * **Working hours are based on work load, employee work production & employee availability**
- HOW TO APPLY: Must submit cover letter, résumé AND video submission as indicated



HOW TO APPLY? (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.

Video Submission Requirements:

Act as if you are an Events & Recreation Support Staff member of the Student Association and record a video of yourself promoting the September Back to School Boat Cruise 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 [hiring@sagbc.ca](mailto: hiring@sagbc.ca)
 - Subject Line: Events & Rec Video Submission - (your first & last name)

Or

- Submit using www.wetransfer.com
 - Send email to [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are committed to supporting each other and the students of George Brown College in the struggle for students' 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.