



# Student Association of George Brown College

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|-----------------------------|---|---------------------------------|--|
| <b>Job Title:</b>           | <b>Events &amp; Recreation Support Staff</b>  | <b>Job Category:</b>            | Part-time, Support Staff                             |
| <b>Department/Program:</b>  | Events & Recreation Department  | <b>Reports to:</b>              | Senior Coordinator, Events & Recreation              |
| <b>Location:</b>            | Casa Loma, St. James, Waterfront Campus & other include Satellite Campus locations & Online   | <b>Will Train Applicant(s):</b> | Yes  |
| <b>Rate of Pay:</b>         | \$16.55/hr (up to 20 hours per week)<br><b>Working hours are based on work load, employee work production &amp; employee availability</b> | <b>Position Type:</b>           | Part-Time Temporary Contract                         |
| <b>Travel Required:</b>     | Yes   | <b>Start-End Date:</b>          | August 2024 - April 30, 2025                         |
| <b>Number of Vacancies:</b> | *multiple positions available   | <b>Posting Expires:</b>         | June 9, 2024 11:59PM<br>*or until position is filled |

**How to Apply:**

Submit **cover letter, résumé AND video** to: [hr@saqbc.ca](mailto:hr@saqbc.ca)

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

**\*\* Please attach your Cover Letter, Resume in a PDF version, AND Video submission**

**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, Cubs, Academic Support, SA Connect, Dialog, Social Media and Legal Services

**Job Overview:**

The primary purpose of this position is to promote, support and run events planned by the 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
  - Distribution of flyers for upcoming events
  - Online engagement with students via the Events & Recreation social media outlets (Instagram, Facebook & etc...)
  - Supporting the SA Communication department team with campus postering and other on campus & online student engagement when needed.



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- Brainstorming & developing creative ways to engage students on campus & online
- Handle all aspects of set up and tear down of events, including clean up at the end of the event
- Participate in event activities when requested
- Support other Student Association services when requested
- Other duties as assigned

## **YOU MIGHT ALSO HAVE:**

- The ability to multitask
- An outgoing personality
- Excellent communication skills
- The ability to work in a team
- The ability to solve problems
- Availability to work nights
- The ability to take initiative and work independently

## **REQUIRED:**

- Full-time GBC students enrolled 2024-2025 prioritized, or GBC part-time student and/or recent grads/alumni
- Availability

Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-6pm.

- HOW TO APPLY: Must submit cover letter AND résumé.

### *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.*



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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 you 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](http://www.wetransfer.com)
  - Send email to [hiring@sagbc.ca](mailto: hiring@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.