



## **Student Association of George Brown College Employment Opportunity - External**

**Position Title:** Events & Recreation Support Staff    **Reports To:** Operations Manager  
**Position Type:** Full-time, Support staff    **Unionized/Non-unionized:**  
**Compensation:** Salary Grid – Union Start step    Unionized Local 557  
\$35,820    **Start Date:** January 2025

### **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

### **Position Summary and Key Objectives:**

This is a unionized position within the organization. In this role, you will support a variety of events throughout the academic year in person and across multiple campuses and locations. The role includes support for key activities and events such as Orientation, Week of Welcome, Service Fairs, Open House and other activities.

Your responsibilities will include assisting with the organization and distribution of orientation kits, supporting student engagement both in-person and online, and helping to manage the Events & Recreation social media platforms, and contributing towards the program impact measurement protocols.

This position offers valuable learning opportunities to develop career-related skills in several key areas, including organizational and operational abilities in fast-paced environments, community engagement and development, event planning, marketing, and communications for education setting organization. You will also have the chance to enhance your computer, web-based, and social media skills, while improving your writing to effectively communicate with a diverse community. This position is directly supervised by the Operations Manager and works closely with the Events & Recreation Coordinator.

### **Duties and Responsibilities (will include but not limited to):**

- Assist in the development, planning, and execution of Events & Recreation programming activities.
- Support the completion of event planning documents and collaborate with the Senior Events Coordinator on event logistics and preparations.
- Work with students attending planned events to collect liability waiver forms, ensuring they are submitted properly and on time, and maintain an organized archive of all waivers for each event.
- In conjunction with the Events Coordinator, create and maintain tracking documents such as distribution sheets, event master plans, and event calendars, ensuring they are updated in a timely manner.



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- Assist with the implementation of marketing strategies to promote and distribute orientation kits and promotional materials.
- Support external sponsorship requests related to orientation and other events as requested.
- Build and maintain relationships with GBC faculty and professors to engage students, promote events, and encourage participation in Events & Recreation programs.
- Oversee the distribution of orientation kits, creating tracking sheets to manage inventory and ensure accurate distribution.
- Provide support in supervising the Events & Recreation parttime students support staff during promotional and event days.
- Assist with the leadership of the execution of “Activation Days” (on-campus promotions), including:
  - Creating display boards, executing creative concepts for promotional campaigns
  - Assisting with oversight of the Events & Recreation Support Team during these activities
- In conjunction with the Events Coordinator, prepare and conduct event participant surveys as directed, ensuring feedback is collected.
- Track and document event attendance and participant numbers for reporting purposes and impact measurement.
- Update the events & recreation master event sheet with current event information and statuses.
- Collaborate with the SAGBC Marketing Coordinator to support with the social media campaigns development that align with event marketing goals.
- Assist with monitoring and managing the Events & Recreation social media platforms.
- Other duties as assigned

### **Performance Measurable:**

- Maintain exceptional attendance and regular hours of work and ensure covering /attending all most of the SAGBC planned events
- Assist with the development of detailed events planning documents to ensure smooth and effective logistics preparation for events.
- Timely preparation of post-events feedback surveys and collection of events participants feedback to improve on future events.
- Support the growth of the SAGBC events social media online community and engagement.
- Maintain updated events programming tracking documents, plans and relevant program files.
- Establish and maintain a positive, professional and interactive working relationship with GBC students, SA staff, student executives, GBC staff and other stakeholders.
- Encourage adherence of SAGBC and GBC policies & procedures for students and community members
- Support successful frosh week and orientation week implementation.
- Timely creation and submission to the SAGBC newsletter
- Timely collection of events participants feedback through surveys
- Update sponsorships database and attracting new sponsors for SA events



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### Required Skills and Experience Qualifications:

- A post-secondary degree, diploma, or equivalent in the field of Events Planning & Business Administration, is required.
- Demonstrated experience in event operations, or any combination of training, education, and experience
- Strong written and verbal communication skills
- The ability to apply excellent organizational and time management skills to meet deadlines
- The ability to multi-task and accomplish goals simultaneously in a fast-paced environment and within a team setting
- Superior oral and written communication including experience in a customer-service capacity, preferably in a student environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is required.
- Experience with cloud-based collaboration tools (e.g. Microsoft 365) is preferred.
- Familiarity with project management tools (e.g., planner) an asset
- Knowledge of using various social media platforms: Facebook, Instagram, Twitter, Snapchat etc.
- The ability to be self-motivated, work independently and problem solve
- Availability to work on flexible hours, evening, nights and weekend shifts.
- An understanding of the dynamics and diversity of an urban college environment
- Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.

**How to Apply:** Interested and qualified applicants must complete the following

Submit their resume and cover letter to: [hr@sagbc.ca](mailto:hr@sagbc.ca) Subject line: <your name>: Events & Recreation Support Staff Application

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted. Interviews will take place during the time of posting until position is filled.

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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.