



## Student Association of George Brown Part Time On-Campus Opportunities

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**Job Title:** Clubs Support Staff

**Reports to:**

**Department/ Program:** Equity & Advocacy, Clubs

**Job Type:** Part-time, Temporary Support Staff

**Location of Work:** GBP Campuses (Casa Loma, St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBP and Student Association), Remote work where applicable

**Will Train Applicant(s):** Yes

**Travel Required:** Yes

**Hours:** up to 20 hours per week

**Rate of Pay:** \$17.60 per hour (\$17.95 effective October 1, 2026)

**Position Type:** Part-Time Temporary Contract

**Start & End Date:** August 18, 2026 - April 28, 2027

**Number of Vacancies:** multiple positions available

**Posting Expires:** June 21, 2026 11:59PM \*or until position is filled

### How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to [hiring@sagbc.ca](mailto: hiring@sagbc.ca) Subject Line: <your name>: Clubs Support Staff Application
2. Complete the following SparkMeet video interview: <https://hire.li/x7QjwIYzOALdUXojpkJoi>

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### About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic 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 GBP and the institution itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Hub, and the Student Nutrition Access Program, events and recreation, clubs, academic support, and legal services.

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### Job Overview

Student clubs are a vital part of the GBP community, connecting students across programs, fostering social groups, and providing opportunities to explore shared interests or contribute to George Brown Polytechnic. Ranging from social and recreational to academic and wellness-focused, clubs enhance student life. The Student Association actively supports and promotes club participation and development.

The Clubs Support Staff assists in implementing the Student Association's clubs' program through research, material development, finance administration, training, event planning, outreach, and promotions. This role requires strong organizational skills and offers experience in public relations, marketing, and nonprofit communications.



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### General Responsibilities:

- Promote opportunities for students to start or join clubs and student-led networks at the SA.
- Assist in identifying needs or gaps to help establish new clubs and student-led networks.
- Assist with planning annual events for new and returning student clubs and student-led networks (e.g. Club Fairs, Clubs Appreciation, Mental Wellness Week, GBP Orientation and Week of Welcome).
- Assist clubs with virtual programming support (i.e. support with tech, hosting, ideas, accessibility) as assigned.
- Assist with on-boarding student clubs and GBP students onto the Bounce App.
- Assist clubs with on-campus programming support as assigned.
- Assist with administrative and logistics support (e.g. room bookings, finances, documentation, sourcing vendors and purchases, accessibility bookings, etc.)
- Assist across the "lifecycle" (the start to finish) of a club or student-led network, including helping students with club applications, ratification, renewals, and succession/turnover planning.
- Help with club skill-building through resources (e.g. web tools, training, workshop series, equity training, etc.).
- Help plan, deliver, or facilitate training, workshops, panels, sessions, events for GBP students.
- Help with collaborations between the clubs and student-led network program and other Student Association departments (and GBP where applicable).
- Assist in data, documentation, and record-keeping, including maintaining accurate lists and contact directories. This includes updating the club's directory list, clubs apparel inventory, club locker rental booking, etc.)
- Actively participate in training and learning opportunities (internal and external).
- Help clubs and student-led networks understand and uphold activities to SA policies and protocols.
- Assist in promotions, including tabling, virtual tabling, poster, social media activations etc.
- Assist in SA survey collection.
- Assist with email communications and correspondence as directed.
- Staying familiar and current with best practices of club programs across other schools or communities.
- Maintaining the Community Hub as welcoming, assessable, inclusive and safe space open to all GBP students (the day-to-day functioning of the physical spaces and activation of virtual spaces).
- Other duties as assigned.

### You Have:

- Previous experience serving on and/or participating in student clubs or student groups.
- Superior time prioritization skills can forward plan weeks and months in advance.
- Goal-setting skills (able to align with organizational priorities and Strategic Directions).
- Familiarity working in fast-paced environments with dynamic teams.
- Ability to work independently with minimal supervision, but team oriented.



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- Proficiency in internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media (Facebook, Instagram live, LinkedIn), phones, and email.
- Ability to assist with in-person and remote programming and outreach; contributes ideas and creativity.
- Creative communication skills and ideas; able to tailor information to different audiences.
- Growing confidence to present; you're willing to be where the people are (including on screen/video).
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

### **You Might Also Have:**

- Experience of being on an SA student club or student-led network.
- Experience in event planning (large or small), hospitality, or marketing.
- Commitment to equity. Interest or skills in accessibility planning. Fluency in ASL-Interpretation as asset.
- Experience in peer support, which may include experience in mental health support or social justice.
- Excellent service skills, working with marginalized communities from an anti-racist/anti-oppressive lens.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.
- Proven organizational skills in finance management, budgeting, sponsorships/contracts, or fundraising.
- Interest in social media platforms, understanding metrics and how to reach different audiences.
- Comfort with crowds; you are energized by meeting new people and connecting with people.
- Experience with virtual platforms and spaces (e.g. Bounce App) an asset.
- Experience hosting or delivering presentations, training, webinars, or online activities

### **Required:**

- Full-time GBP students enrolled in 2026-2027 prioritized, or GBP part-time students and/or recent grads/alumni.
- Availability - You must be available for an organization wide full-day training on August 18th and 19th. Job offer/continued employment is contingent on availability. You must be available to work a minimum of 3-hour shifts. Typical shifts occur Monday through Friday, 9 am-6 pm.

**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 Polytechnic 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.