

## POSITION DESCRIPTION – INTRAMURAL SPORTS STUDENT COORDINATOR

### Program Description & Position Overview

The purpose of the Intramural (IM) Sports program is to provide healthful exercise, promote leisure education, enrich social competence and develop group loyalty all in a welcoming environment that is safe, fair and fun for all. Activities are organized according to interest on campus and include individual, dual and team opportunities for male, female and co-rec participants.

Working alongside the Assistant Director of Intramural and Club Sports (and applicable Intramural Supervisors), Intramural Sports Student Coordinators assist with the operation and administration of a specific activity within the Intramural Sports program, which includes the planning, promoting, organizing and evaluating of assigned activities/operations. Student Coordinators may preside over one-two activities per quarter, which are defined by the Intramural Sports activity schedule and affiliated calendar(s). Available activities will vary on the semester and what is offered via the published Intramural Sports schedule. Student Coordinators may also assist with other day-to-day operations as time allows.

### Specific Responsibilities Include

- Act as a customer service liaison at all times
- Serve as a lead IM Supervisor
- Assist with supervisor training related to assigned activity and/or general operations
- Design and present officials training and development clinics/presentations
- Assist with the recruitment, hiring, training and evaluation of officials and scorekeepers
- Design IMLeagues content and participant quizzes
- Recruit teams and assist with IMLeagues registrations
- Attend and present important policies to captains at captains meetings (pre-season and playoffs possible)
- Assist with IMLeagues scheduling, scorekeeping and team compliance (forfeit, roster and team name checks.)
- Assemble staff timesheets, team rankings, "Official of the Week" posts and supervisor daily notes
- Conduct periodic walk-throughs and check-ins during assigned activity's season
- Assist with designing playoff brackets and coinciding championship night operations
- Alongside the Assistant Director, preside over activity-specific participant concerns
- If applicable, assist with the preparation of facility/playing surfaces (i.e. weather, equipment set-up/take down)
- Prepare activity notes to share at Intramural & Club Sports staff meetings
- Periodically lead staff meetings
- Conduct rule, equipment inventory, budget and statistic reviews at the end of assigned activity's season
- Complete other duties/specifics as outlined in the "Activity Season Operations Checklist" (available upon request) -  
Continue to work as an Intramural Sports Supervisor
- Evaluate half of the supervisor staff at the end of each semester
- Serve on the staff hiring committee
- Update applicable personal employee account(s) to communicate availability
- Complete other duties/projects as assigned

### Requirements

- Must meet hiring eligibility guidelines established by the Office of Human Resources
- Upon appointment, commit to at least one semester of employment (fall)
- Must be able to work 6-10 hours per week during assigned activity's season, as defined by the IM calendar - Attend staff training and weekly meetings
- Working knowledge of sports rules and officiating mechanics
- Maintain current certifications in adult First Aid, CPR and AED administration
- Previous experience as Intramural Sports Supervisor
- Working knowledge of Google and Microsoft applications

### Beginning Rate of Pay

\$10.00 per hour (pay raises applied as earned)

### For More Information

Matt Schneider  
Assistant Director, Intramural & Club Sports  
SchneideMD30@uw.edu  
262-472-1145

*"A Sport for Everyone and Everyone in a Sport"*