

## POSITION DESCRIPTION – INTRAMURAL SPORTS SUPERVISOR

### 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 Sport Coordinators), Intramural Sports Supervisors assist with the operation and administration of all facets of the Intramural Sports program, which include the planning, promoting, organizing and evaluating of scheduled activities.

### Specific Responsibilities Include

- Act as a customer service liaison at all times
- Serve as the on-site manager for general logistics and staff operations (officials and scorekeepers)
- Preside over and resolve participant concerns (eligibility, protests, conduct, etc.)
- Oversee set up operations for nightly IM activities and ensure equipment is in operable condition
- Preside over scheduled contests and provide information regarding rules, policies and procedures
- Print and distribute scoresheets at the beginning of a nightly shift
- Collect scoresheets and enter results in IMLeagues on a regular basis
- Complete nightly and applicable supervisor reports
- Attend and present important policies to captains at captains meetings
- Assist with the recruitment, selection, training and evaluating of officials and scorekeepers
- Attend and assist with operations related to activity championship nights
- Assist with the occasional distribution of championship shirts and team photo opportunities
- Select “on-call” weekends for home Club Sports events, which may also require event supervision
- Serve as a member of the marketing “street team” to promote all aspects of the Rec Sports Department
- Update applicable personal employee account(s) to communicate availability
- Serve as a first responder to all injuries and follow emergency action plans
- Actively participate in the employee evaluation process at the end of each semester
- Complete other duties/projects as assigned

### Requirements

- Must meet hiring eligibility guidelines established by the Office of Human Resources
- Upon hiring, commit to a full academic year of employment (fall and spring semesters)
- Attend staff training and weekly meetings, along with monitoring communication/outreach attempts
- Working knowledge of sports rules and officiating mechanics
- Ability to work nights and (periodic) weekends
- Maintain current certifications in adult First Aid, CPR and AED administration

### Preferred Qualifications

- Previous experience as an official or scorekeeper
- Working knowledge of Google and Microsoft applications

### Other Notes

- Employees must have at least one (1) semester of IM Sports supervising experience in order to become eligible for vacant student sport coordinator positions

### Beginning Rate of Pay

\$9.00 per hour (pay raises applied as earned)

### For More Information

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*“A Sport for Everyone and Everyone in a Sport”*