

## POSITION DESCRIPTION – INTRAMURAL SPORTS OFFICIAL AND SCOREKEEPER

### 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 the IM student leadership team, officials and scorekeepers assist with the nightly operations of specific activities by facilitating contests. We could not have our program and share experiences with the campus community without officials and scorekeepers. We thank you for your interest!

**OFFICIAL (i.e. referee)** *this position is available to students with Work Study OR Regular Pay*

#### Specific Responsibilities Include

- Practice good customer service habits and treat all teams/participants as equally and fairly as possible
- Positively represent the Intramural Sports program and Office of Recreation Sports & Facilities at all times
- Report to the proper facility and staff member in appropriate attire
- Assist with activity set-up/take down and checking in participants
- Enforce activity-specific and program rules, policies and procedures
- Possess activity-specific officiating knowledge related to rules, positioning and signals
- Pay attention to online timesheet and payroll records
- Update applicable personal employee account(s) to communicate availability, complete mandatory UW System trainings and to keep an eye on timesheets/paystubs
- Complete circumstantial follow-up reports, administrative forms and communicate intent to work when prompted
- Other tasks as assigned by on-duty supervisor, student coordinator and/or Assistant Director

**SCOREKEEPER (i.e. referee)** *this position is available primarily to student with Work Study only*

#### Specific Responsibilities Include

- Practice good customer service habits and treat all teams/participants as equally and fairly as possible
- Positively represent the Intramural Sports program and Office of Recreation Sports & Facilities at all times
- Report to the proper facility and staff member in appropriate attire
- Assist with activity set-up/take down and checking in participants
- Enforce activity-specific and program rules, policies and procedures
- Actively keep score and track other affiliated items related to specific activities (i.e. fouls, timeouts, etc.)
- Pay attention to online timesheet and payroll records
- Update applicable personal employee account(s) to communicate availability, complete mandatory UW System trainings and to keep an eye on timesheets/paystubs
- Complete circumstantial follow-up reports, administrative forms and communicate intent to work when prompted
- Other tasks as assigned by on-duty supervisor, student coordinator and/or Assistant Director

#### Requirements for BOTH positions

- Must meet hiring eligibility guidelines established by the Office of Human Resources
- Attend training clinics prior to each season interested in working
- Attend in-season meetings (if/when applicable)
- Ability to work at least 6-8 hours per week (dependent on number of registered teams and rostered staff)

#### Preferred Qualifications

- Willingness to learn, hustle and give the position a chance
- Working knowledge of sports rules and officiating mechanics

#### Other Notes

- Employees in these positions do NOT need previous experience. Our staff will train you!
- Employees work only the activities in which they are interested (other circumstances may apply)
- In some instances, there may be more interest to work an activity than available spots. Preference is given to returning staff members, individuals who are able to attend the most training sessions, positive attitude and outlooks and individuals who pay attention and show an active interest in the position

#### Beginning Rate of Pay

Officials: \$8.50 per hour (pay raises applied as earned)

Scorekeeper: \$8.00 per hour (pay raises applied as earned)

#### For More Information

Matt Schneider - Assistant Director, Intramural & Club Sports

SchneideMD30@uw.edu or 262-472-1145

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