

## POSITION DESCRIPTION – STUDENT COORDINATOR OF CLUB SPORTS

### Program Description & Position Overview

Club Sports at UW-Whitewater are designed to provide the opportunity for students, faculty and staff to participate in a variety of competitive, instructional and recreational sports. Each club is formed, organized governed and conducted by students under guidelines established by the Office of Recreation Sports & Facilities in collaboration with UW-Whitewater Career & Leadership Development.

Working alongside the Assistant Director of Intramural and Club Sports and club officer teams, the Student Coordinator promotes, organizes and evaluates all facets of the Club Sports program, which includes recruitment, member management, travel logistics, team compliance, scheduling and more!

### Primary Responsibilities Include

Oversight of daily club operations related (but not limited) to collection of forms, budgets, organization of tournaments/events, fundraising, community service, club updates, inventory lists, schedules, facility use, officer renewals, practices, waivers/roster management and apparel licensing.

### Specific Responsibilities Include

- Act as a customer service liaison at all times
- Work with Assistant Director to aid in decision-making related to budgets, individual club status, travel approval
- Monitor the Club Sports-specific email account on a daily basis
- Update Club Sports-specific social media accounts
- Organize and present officer training materials
- Arrange agenda and conduct monthly meetings with club representatives
- Supervise home club events and serve as the on-site event manager/act as first responder in the event of injury
- Plan recruitment events such as Club Sports Awareness Day and the UW-Whitewater Involvement Fair
- Update binders, forms, drives, club sports manuals, calendars, contact lists and advisor information in an organized manner
- Update the Club Sports website and ensure club-specific compliance with UWW Connect
- Maintain the Club Sports bulletin board outside Room 100 of the Williams Center
- Work with the Intramural Sports Staff
  - o Serve as an emergency Intramural Sports Supervisor if-needed
  - o Work with the Marketing/Promotions team on ways to promote Club Sports
  - o Serve as a member of the marketing “street team” to promote upcoming opportunities
- Update applicable personal employee account(s) to communicate availability
- 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
- Previous experience being a leader of a UW-Whitewater recognized student organization
- Must hold at least six (6) administrative office hours on a weekly basis
- Maintain current certifications in adult First Aid, CPR and AED administration

### Preferred Qualifications

- Previous experience as an officer of a recognized club team
- Working knowledge of Google and Microsoft applications

### Beginning Rate of Pay

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

### For More Information

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