

Intramural and Recreational Sports Mission and Core Values

Mission Statement: We serve the University through first-class recreational engagement that fosters wellness, impacts lives and generates life long memories.

Job Description: Intramural Sports Program Assistant

Team Member Core Values:

- Exceptional Quality –We hold ourselves to the highest standards in all services provided. We strive to exceed the expectations of those we serve.
- Life-Long Learning - We value active learning to enhance social inclusion, citizenship, and personal development.
- Teamwork - We work together effectively to achieve goals, while encouraging individual contribution and responsibility.
- Integrity -We take responsibility for our actions. We will communicate openly & honestly to build relationships based on trust, respect, and caring.
- Play – We are serious about making “living well” fun.

Team Members Responsibility:

- Take Pride in being a Student Employee in the IM-Rec Sports Department.
- Establish a positive rapport and relationship with Student and Departmental Staff, Members and Guest of the Facility.
- Promote Exceptional Customer Service to create a positive environment for members and guests.
- Take Initiative, be proactive, and be confident in decision making.
- Be proactive and prepared to respond to all emergency situations and follow procedure/protocol for pre and post Incident/Accident.
- Maintain a Standard of Excellence in professionalism and cleanliness.
- Serve as a key link between Members and Full-Time Staff by the enforcement of policies and procedures as set forth by the department.

Area Specific Responsibilities:

- Schedule Intramural Sports Officials & Intramural Sports Supervisors
- Recruit, train, and evaluate Intramural Sports Officials & Intramural Sports Supervisors
- Assist with IM Leagues, including League & Tournament Scheduling, data entry, and roster management
- Assist with employee hiring and payroll
- Assist in program evaluation, inventory, and the revision of rules and policy handbooks
- Perform office duties, including daily site preparation.

Requirements/Qualifications:

- Experience as an Intramural Sports Supervisor for a minimum of one academic year
- Work approximately 10 hours per week
- Attend and assist with administration of all mandatory meetings
- Certification in CPR, AED, and First Aid
- Good interpersonal skills and the ability to relate with peers
- Thorough knowledge of all Intramural Sports Handbooks

Expressed Benefits:

- Gain Work Experience
- Earn Money (\$9.50/hour)
- Have schedule flexibility and convenience of working on Grounds.
- Acquire general work skills that will be useful to you after graduation.