**Revised 12/13/21**

**Job Description: Intramural Sports Official**

**Team Member 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:**

* Assist with venue set-up and take-down
* Assist in the signing-up of Intramural teams and verification of their eligibility
* Assist in examining facility for safety hazards
* Officiate Intramural contests and enforce the rules as judiciously as possible
* Oversee the Intramural contest and ensure participation takes place in a safe manner
* Report necessary accounts of major/technical fouls, yellow cards, etc.
* Assist in completing required scoresheets or daily reports
* Assist in storing any equipment at the conclusion of the day's/night's activities
* Assist in securing the facility at the conclusion of the Intramural activity

**Requirements/Qualifications:**

* All Intramural Officials must be currently enrolled students at the University of Virginia
* Work a minimum of 5 hours per week
* Wear appropriate uniform and assigned official’s jersey while on duty
* Attend all mandatory trainings and meetings for all sports you intend to officiate
* Good interpersonal skills and the ability to relate with peers

**Expressed Benefits:**

* Gain Work Experience
* Earn Money ($11.25/hour)
* Have schedule flexibility and convenience of working on Grounds.
* Acquire general work skills that will be useful to you after graduation.