**Revised 12/13/21**

**Job Description: Intramural Sports Supervisor**

**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 in pre-game duties, including assigning Intramural Officials to their partners and their field/court
* Complete necessary online daily reports
* Oversee Intramural contests and ensure participation takes place in a safe manner
* Diffuse any potential issues involving participants, coaches, and spectators
* Provide training and support for the Intramural Officials
* Officiate contests when necessary
* Secure facility at the conclusion of the Intramural activity

**Requirements/Qualifications:**

* Work a minimum of 10 hours per week
* A willingness to become certified in CPR, AED, and First Aid
* Have the desire to gain a thorough knowledge of all Intramural Sports Handbooks
* Attend all mandatory meetings
* Assist in pre- and post-season duties, such as program promotion and Officials’ evaluations
* Attend and actively participate in officials training for all sports
* Stay active in officiating

**Expressed Benefits:**

* Gain Work Experience
* Earn Money ($12.25/hour)
* Have schedule flexibility and convenience of working on Grounds.
* Acquire general work skills that will be useful to you after graduation.