Job Description: Intramural Sports Supervisor

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:

- 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 ($10.75/hour)
- Have schedule flexibility and convenience of working on Grounds.
- Acquire general work skills that will be useful to you after graduation.

Direct Supervisor:

Matt O’Connor, Director of Intramural & Club Sports