Title: Intramural Sports Supervisor

Department: Campus Recreation

Reports to: Assistant Director of Recreation
Student Intramural Coordinator

Appointment: Academic Year 2020-21

Start Date: September 2020

Compensation: Starting at $9.50/hour

Position Summary
This position is responsible for the overall operation and supervision of the intramural sports program. This position will require night and weekend hours. This position is also responsible for the supervision and evaluation of intramural officials.

Time Commitment
This position requires a commitment of 10-15 hours per week. Work hours range from 3:00pm-1:30am Sunday-Thursday. Evening and nights are required. Some day and weekend shifts may be available. All hours are flexible to meet class and prior commitments.

Responsibilities
A. Ensure nightly operation of the intramural sports programs including all aspects of game management with facility, equipment, staffing, and participant needs.
B. Serve as an expert resource on, and enforcement of all university, department, program, and sport specific policies, procedures, and rules.
C. Assist with hiring, training, and supervision of officials and scorekeepers. Provide constructive feedback during shifts, when needed. Evaluate officials, if qualified.
D. Communicate regular with Assistant Director of Recreation and Intramural Sports Coordinator through nightly reporting, email, text message, phone calls, and in-person meetings.
E. Check schedule, manage rosters, and enter scores through IMLeagues.
F. Help promote recreational programs offered through the department at promotional tables, social media, and through word of mouth.
G. Represent the department with integrity at all times during employment, including when not “punched-in.”
H. Participate in self, peer, and supervisor evaluation process to improve all aspects of the department and staff.
I. Other duties as assigned

Minimum Qualifications and Conditions of Employment
A. Must be a student enrolled full-time at UWRF
B. Maintain a minimum cumulative grade point average of 2.50 or higher during employment
C. CPR/AED/First Aid certified (if desired, Campus Recreation will provide training upon hiring)
D. Must attend spring and fall trainings
E. Must be able to lift 50 pounds

Preferred Qualifications
A. Knowledge of a wide range of sports or willingness to learn
B. Experience in program planning
C. Strong organizational and communications skills with leadership experience.