

INTRAMURAL ASSISTANT

Location: Campus Recreation Lee Hall, Swetman Gym, Campus Recreation Fields
Supervisor: Campus Recreation Assistant Director
Type of Job: Part time temporary service position and/or work study available

Requirements:

- As part of the hiring process, each employee is required to attend a mandatory orientation sessions which are not paid. These sessions will begin the first week school is in session in August.

RESPONSIBILITIES:

- Arrive on time, prepared to work at the start of your scheduled shift.
- Enforce all facility policies, rules and regulations.
- Minimize and eliminate hazardous situations.
- Assist with maintaining roster forms, collecting participant IDs, issuing pinnies and scorekeeping for all intramural games.
- Inspect and Assist with equipment set-ups prior to all intramural events.
- Develop a working knowledge of all the equipment and services provided by Campus Recreation.
- Be vocal with participants regarding good sportsmanship
- Attend regular staff meetings and sports official trainings.
- Complete appropriate records, reports and time cards.
- Complete accident and incident reports immediately following injuries or incidents.
- Assist with other intramural duties as assigned.
- Conduct yourself in a professional manner at all times.
- Must have a positive attitude.

QUALIFICATIONS:

- Preferred that applicant has a minimum of 1 year experience playing competitive sports or intramural sports.
- Willingness to learn and study all policies and rules of Campus Recreation.
- Must be attentive, confident, and dependable.
- Demonstrated the ability to work in an environment that requires multitasking.