

INTRAMURAL SUPERVISOR

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 a part of the hiring process, each employee is required to attend an orientation session the weekend before classes begin, which is not paid.
- Supervisors are expected to attend paid training the week before classes begin.
- Maintain current CPR & First Aid certifications offered by Campus Recreation.

Responsibilities:

- Arrive on time and prepared to work at the start of your scheduled shift.
- Enforce all Intramural and facility policies, rules and regulations.
- Recognize and respond effectively to emergencies.
- Maintain the safety and welfare of all participants and employees.
- Complete accident and incident reports immediately following injury or incident.
- Complete appropriate records, reports, and timecards.
- Conduct yourself in a professional manner at all times.
- Represent and maintain a positive image of the Campus Recreation Intramural Program.
- Demonstrate a comprehensive understanding and confidence in the sport rules you are supervising according to the rules established by Campus Recreation.
- Develop a comprehensive understanding of player eligibility rules, point systems, sportsmanship policy, and playoff criteria.
- Gain access to and be responsible for opening and closing Campus Recreation facilities during intramural sports events.
- Evaluate and provide supervision of intramural assistants and sports officials. Document any necessary disciplinary action and recognized outstanding employees to your supervisor.
- Be responsible for issued equipment ensuring equipment is not lost or stolen.
- Responsible for putting all sports equipment away in proper order after each use and washing all pinnies and ref jerseys after each shift.
- Check all Oswego State I.D.'s at every game. Every player must have a valid ID to participate.
- Notify the Assistant Director and Director of any schedule changes or game cancellations.
- Required to be available for a minimum of 2 office hours per week.
- Attend and assist with sport officials training sessions.
- Maintain a positive attitude.

Qualifications:

- It is preferred the candidate has one year of intramural sports officiating, or scorekeeping experience.
- Excellent communication skills, organizational skills, and be attentive to detail.
- Experience with conflict resolution.
- Has demonstrated dedication and follow through in past work experience.
- Has experience working in an environment that requires multitasking.