INTRAMURAL SPORTS OFFICIAL

PURPOSE
SRC Intramural Sports Officials are responsible for enforcing playing rules and intramural sports policies with participants and spectators. They are responsible for contributing to a fun and safe environment for friendly competition.

SUPERVISORY DUTIES AND RESPONSIBILITIES
• Oversee program participants and spectators; verify player eligibility.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
• Officiate intramural sports contests.
• Educate participants and enforce intramural sports rules and regulations.
• Maintain appropriate level of control, fairness, and consistency in all game situations.
• Assist with pre and post-game logistics and administrative functions.
• Assist with preparation, inspection, and closing of intramural sports activity sites.
• Attend regularly scheduled officials training clinics.
• Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
• Educate participants and student staff; adhere to, and enforce, all policies and procedures.
• Resolve participant conflicts and disputes with tact and diplomacy.
• Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES
• Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of intramural sports playing rules, policies, and procedures. Possess general knowledge of all SRC facilities, programs and services.
• Serve as a role model to other student staff and participants.
• Provide positive public relations and policy education to participants.
• Attend and contribute to all mandatory staff meetings, workshops, and retreats.
• Provide a friendly, inclusive, service-oriented environment for all staff and participants.
• Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
• Maintain a positive relationship with staff and co-workers.
• Demonstrate commitment to student development and leadership.
• Maintain high standards and achieve high expectations.
• Maintain prompt hours and follow absence procedures.

QUALIFICATIONS
• Currently enrolled CSUB student with at least 8 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
• Ability to officiate multiple intramural sports.
• Knowledge of game rules and intramural sport policies preferred.
• Participation in Student Recreation Center Intramural Sports Official’s training clinic.
• Previous customer service experience preferred.
• Experience with program participation preferred.
• Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire.

PLEASE TURN PAGE OVER FOR ADDITIONAL INFORMATION
• Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
• Excellent oral and written communication skills.
• Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles.
• Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.

**CLASSIFICATION AND COMPENSATION**
Student Assistant I - $9.00 per hour. 10-15 hours per week.

**APPLICATION PROCESS**
Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csub.edu/reccenter/employment.shtml. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due on **mm/dd/yy by 5:00 p.m.** to the Student Recreation Center Welcome Desk.