INTRAMURAL SPORTS SUPERVISOR

PURPOSE
SRC Intramural Sports Supervisors are responsible for direct supervision of intramural sports participants, spectators, and officials. They are responsible for policy interpretation, program implementation, on-site decision-making, and conflict resolution. The staff is also responsible to ensure participant, spectator, and staff safety including the playability of facilities and of sports equipment.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Oversee program participants and spectators; verify player eligibility.
- Recruit, train, supervise, schedule, and evaluate sports officials.
- Respond to all injuries and assist in immediate first aid and proper emergency procedures.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Educate participants and enforce intramural sports rules and regulations.
- Prepare all necessary materials and venues for efficient, safe and service oriented intramural sports contests.
- Regularly inspect sports equipment and activity sites and report any safety or maintenance needs.
- Deliver a sport specific orientation to team managers at the managers' meeting.
- Create a quality clinic packet for training of officials.
- Provide leadership and support for officials' training clinics.
- Organize and lead regular officials' meetings.
- Facilitate the payroll process for officials.
- Maintain efficient paper documentation (eligibility, sportsmanship, waivers, results, playoff brackets, etc.).
- Monitor the IM page of the Student Recreation Center website on a regular basis.
- Assist with the quarterly Intramural sports scheduling process.
- Complete and submit end-of-season reports.
- Assist in maintaining intramural sports equipment and inventory.
- Hold regularly scheduled office hours.
- Keep activity areas organized, clean and inviting.
- Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Resolve participants conflicts and disputes with tact and diplomacy.
- Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES
- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- 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.

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• 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.
• Officiating experience, administrative skills, and a working knowledge of Intramural Sports programming.
• Experience with program participation preferred.
• Previous supervisory, administrative, or leadership experience: preferably in a sport or fitness environment.
• Ability to supervise student staff and participants.
• Excellent organizational, planning, and problem-solving skills.
• Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire.
• 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.
• Knowledge of Windows based computer systems.
• Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.

CLASSIFICATION AND COMPENSATION
Student Assistant I - $10.00 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.