STUDENT MANAGER
SRC SPORTS

PURPOSE
The SRC Student Manager for SRC Sports reports to the SRC Coordinator of Sports & Rec Adventures. He/she assists in the development and delivery of programs and services. Additionally, he/she provides peer supervision to all student staff areas. The six student managers also serve as a team that are expected to contribute to policy decisions, staff training and development, participant education, safety awareness and response, program assessment, and program promotion.

SUPERVISORY DUTIES AND RESPONSIBILITIES
• Assist in the day-to-day management and oversight of the Intramural Sports program, Sport Clubs program, and Informal Sports and Informal Recreation programs.
• Provide daily peer supervision to 2 – 15 student staff and support the supervision of 75 total student staff.
• Provide orientation and training, performance feedback, motivation, and discipline to student employees.
• Assist in the recruitment and selection of quality student employees who represent the campus demographics.
• Perform, as needed, all duties detailed in the job descriptions for the Intramural Supervisor and Official staff.
• Conduct Intramural Captains Meeting and Official’s Training Clinics.
• Conduct staff area meetings for staff input, policy interpretation, staff development, staff scheduling, and resolving issues.
• Supervise the conduct and daily performance of student staff area.
• Train staff in duties, policies, procedures, customer service, and risk management.
• Educate student staff and participants; adhere to, and enforce, all policies and procedures.
• The Student Manager for SRC Sports typical weekly work schedule will consist of the following:
  o Work regular scheduled shift totaling six hours as an IM Supervisor or Official.
  o Lead regularly scheduled IM Supervisor/Officials staff meeting.
  o Lead IM Captains meeting and Official’s Training Clinic prior to each sport.
  o Attend SRC Leadership Team meeting.
  o Meet weekly with Coordinator.
  o Two office hours five days a week – scheduling, posting results, resolving protests & sportsmanship, program promotion, equipment inventory, etc.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
• Assume responsibility for all aspects of SRC facilities, programs, and services in the absence of full-time staff.
• Assist in the development and implementation of systems and procedures to ensure employee and participant safety in all programs and facilities.
• Respond to participant issues and provide positive public relations and service.
• Provide outreach support to various student groups to promote the program and solicit feedback.
• Assist in the creation, distribution, and compilation of assessment instruments to determine program effectiveness and participant satisfaction.
• Identify program equipment purchase needs; develop and maintain inventory control methods.
• Develop manuals for systems, procedures, policies, and staff training.
• Prepare and deliver presentations as needed.
• Prepare quarterly and annual reports, collect data, research solutions, and maintain program files.
• Regularly communicate program hours, events, results, accomplishments, etc.
• Participate in strategic planning for both short and long term projects related to SRC facilities, programs, and services.

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• Develop and maintain quality control procedures for program area.
• Resolve participant conflicts and disputes with tact and diplomacy.
• Contact University Police when necessary due to problems that cannot be resolved with on-site personnel.
• Communicate maintenance, custodial, or security issues to appropriate SRC or campus personnel.
• Respond appropriately and as needed to all injuries, emergencies, and evacuations.

ADMINISTRATIVE SUPPORT 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 the 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 6 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.
• Previous supervisory, administrative, or leadership experience; preferably in a sport or fitness environment.
• Experience in recreation programming, event planning, or facility management/security preferred.
• Experience playing, coaching, or officiating a variety of sports in a structured setting preferred.
• Experience with, or awareness of, safety and risk management, budget management, assessment instruments, promotional methods, and marketing techniques preferred.
• Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire. Other advanced/specialized safety certifications preferred.
• Ability to work collaboratively with others or independently as the situation requires.
• Ability to take thoughtful risks, explore new ideas, be flexible, and adapt to change.
• Excellent organizational, planning, multi-tasking, and problem-solving skills.
• 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 break hours.

CLASSIFICATION AND COMPENSATION
Student Assistant II - $14.50 per hour. Maximum 20 hours per week. Regular work week consists of 15-18 hours.

APPLICATION PROCESS AND DEADLINE
Applications can be found at the Student Recreation Center Welcome Desk, or online at https://www.csub.edu/reccenter/Employment%20Opportunities/index.html. Included in the application is the “Tips for Applicants” sheet that will help prepare candidates for the selection process.

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