

INTRAMURAL ASSISTANT

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

Requirements:

1. 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:

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

QUALIFICATIONS:

1. Preferred that applicants have a minimum of 1 year experience playing competitive sports or intramural sports.
2. Willingness to learn and study all policies and rules of Campus Recreation.
3. Dependable.
4. Demonstrated the ability to work in an environment that requires multitasking.