

INTRAMURAL SUPERVISOR

Campus Recreation is a division of the Department of Campus Life that provides a variety of 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.
2. Maintain current CPR & First Aid certifications offered by Campus Recreation.

Responsibilities:

1. Arrive on time, prepared to work at the start of your scheduled shift.
2. Enforce all facility and Intramural policies, rules and regulations.
3. Recognize and respond effectively to emergencies.
4. Maintain the safety and welfare of all participants and employees.
5. Complete accident and incident reports immediately following injury or incident.
6. Complete appropriate records, reports, and timecards.
7. Conduct yourself in a professional manner at all times.
8. Represent and maintain a positive image of the Campus Recreation Intramural Program.
9. Demonstrate a comprehensive understanding and confidence in the game you are supervising according to the rules established by Campus Recreation.
10. Develop a comprehensive understanding of player eligibility rules, point systems, sportsmanship policy, and playoff criteria.
11. Gain access to and be responsible for opening and closing Campus Recreation facilities during intramural sports events.
12. Evaluate and provide supervision of intramural assistants and sports officials. Document disciplinary and recognize outstanding employees to your supervisor.
13. Required to complete and post league standings at the end of league play each week.
14. Be responsible for issued equipment ensuring equipment is not stolen or "switched". Follow ID procedures for all borrowed equipment.
15. Responsible for putting all sports equipment away in proper order after each use and washing all pinnies and ref jerseys after each shift.
16. Check all Oswego State I.D.'s at every game. Every player must have a valid ID to participate.
17. Notify the Assistant Director and Director of any schedule changes or game cancellations.
18. Required to be available for a minimum of 5 office hours per week.
19. Attend and assist with sport officials training sessions.
20. Complete other duties as assigned.
21. Maintain a positive attitude.

Qualifications:

1. Preferred to have one year of intramural sports officiating, or scorekeeping experience.
2. Excellent communication skills, organizational skills, and be attentive to detail.
3. Have demonstrated a commitment to their work.
4. Experience with conflict resolution.
5. Demonstrated the ability to work in an environment that requires multitasking.