

INTRAMURAL ASSISTANT

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 session which is not paid. These sessions will be beginning on Friday, August 28, 2009.
2. As part of the hiring process, each employee is required to attend a mandatory a training session which is paid. These sessions will begin no sooner than Friday, August 28, 2009.

Responsibilities:

1. Arrive on time.
2. Enforce all facility policies, rules and regulations.
3. Minimize and eliminate hazardous situations.
4. Provide supervision for Lee Hall, special events, and Intramural sports.
5. Provide information and building services to the campus community in a professional manner.
6. Inspect and assist with equipment set-ups prior to all intramural events.
7. Develop a working knowledge of all the equipment and services provided by Campus Recreation.
8. Open Lee Hall for Intramural events as needed and check out equipment for intramurals.
9. Attend regular staff meetings, sports official training and training sessions.
10. Complete appropriate records, reports and time cards.
11. Complete accident and incident reports immediately following injury or incident.
12. Conduct yourself in a professional manner at all times.
13. Assist with intramural score keeping as needed.
14. Assist with other intramural duties as assigned.

Qualifications:

1. Preferred that application have 1 year experience playing competitive sports or Intramural sports.
2. Must have a positive attitude.
3. Willingness to learn and study all policies and rules of Intramurals and Recreation.
4. Dependable.
5. Flexible.