

## **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 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 mandatory training sessions which are paid. Training sessions will begin no sooner than Friday, August 28, 2009.
3. Maintain current CPR & First Aid certifications offered by Campus Recreation.

### **Responsibilities:**

1. Arrive on time ready to share your talents.
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 reports immediately following injury.
6. Complete appropriate records, reports, and timecards.
7. Have a working knowledge of the game you are supervising.
8. Enforce the rules of the game in a professional manner.
9. Continue to uphold and maintain a positive image of the Campus Recreation Intramural Program.
10. Gain access to intramural facilities (report to work at least 30 minutes prior to the start of the first scheduled contest).
11. Have working knowledge of player eligibility rules, point system, sportsmanship policy, and playoff criteria.
12. Required to complete and post league standings by end of the league week.
13. Responsible for ensuring that all the equipment is not stolen or "switched". Follow ID procedures for all borrowed equipment.
14. Responsible for putting all sports equipment away in the proper order and washing all pinnies and ref jerseys.
15. Conduct yourself in a professional manner at all times.
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 put in a minimum of 5 office hours per week.
19. Attend and assist with sport officials training session.
20. Complete other duties as assigned.

### **Qualifications:**

1. Preferred to have one year of intramural sports officiating, or scorekeeping experience.
2. Excellent communication, organization skills, and have great attention to detail.
3. Dependable and committed to their work.
4. Willingness to learn and implement all rules and policies for Campus Recreation.
5. Experience with conflict resolution.