



Student Employee Job Description

Position: Intramural Sports Supervisor

Principle Function: The Intramural Sports Supervisor provides on-site supervision for intramural sport events and activities.

Job Duties and Responsibilities:

- Enforce all Intramural Sport and department policies, rules, and regulations.
- Oversee set-up, take down and quality control of all sport related equipment and associated Intramural sport facility/field.
- Recognize and respond effectively to emergency situations.
- Maintain the safety and welfare of all participants and employees.
- Complete appropriate records and reports as needed.
- Demonstrate a comprehensive understanding and confidence in the sport rules as established by the department.
- Demonstrate a comprehensive understanding of player eligibility rules, point systems, sportsmanship policy, and playoff criteria.
- Evaluate and provide supervision of intramural assistants and sports officials.
- Verify eligibility of intramural participants prior to Intramural sport activity.
- Attend and assist with sport officials training sessions.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for the duration of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Must be attentive, confident, and dependable.
- Must possess strong interpersonal and customer service skills.
- Demonstrated experience with conflict resolution.
- It is preferred the candidate has one year of intramural sports officiating, or scorekeeping experience.

Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days prior to the start of the semester for staff training and orientation.
- The total work time is at least 10 hours/week.
- Evening and weekend hours will be required.
- Employees will primarily work at Lee Hall, Swetman Gym, Ice Arena and/or the outdoor recreation fields.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).