

# ASHLAND UNIVERSITY

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## RECREATION & WELLNESS

*Title: Rec Sports Manager*

### **I. Job Summary**

Rec Sports Managers (RSM) of Intramural Sports are directly responsible for on-site supervision of intramural and special event contests while ensuring the safety of all participants. RSMs are intramural employees that have demonstrated responsibility, a solid understanding of the rules, and leadership traits.

### **II. Job Relationship**

- A. Responsible to: Director, Recreation & Wellness
- B. Supervised by: Graduate Assistant, Programs

### **III. Overall Responsibilities**

- A. Supervise all intramural contests and other programs as needed.
- B. Coordinate set up and tear-down of equipment, and IM play sites.
- C. Demonstrate working knowledge of intramural philosophy and rules.
- D. Assist with marketing and promoting of intramural sports.
- E. Maintain positive public relations and rapport with program participants and officials.
- F. Perform functions of other employees, in their absence, or secure additional assistance.
- G. Assist in hiring, training, and evaluating officials and scorekeepers.
- H. Track IM participation.
- I. Officiate IM games as needed throughout the semester.
- J. Other duties as assigned

### **IV. Risk Management Responsibilities**

- A. Coordinate emergency procedures or provide first aid in emergency situations.
- B. Serve as first responder to all injuries in any intramural contest.
- C. Enforce departmental policies and procedures to ensure participant safety.
- D. Support the Recreation Center staff in medical emergencies outside intramural contests.

### **V. Position Qualifications**

- A. Standard First Aid, CPR, and AED certification current upon hire.
- B. Demonstrated leadership ability.
- C. Supervisory experience preferred.

### **VI. General**

- A. Promote the Department of Recreation and Wellness.
- B. Attend mandatory staff meetings and trainings.
- C. Complete 2 days of office hours per week in a designated area of responsibility.
- D. Provide leadership, give guidance, and promote good work habits.