

# ASHLAND UNIVERSITY

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## RECREATION & WELLNESS

*Title: Intramural Sports Official*

### **I. Job Summary**

Under the supervision of the Rec Sport Manager, the Intramural Sports Official is responsible for providing a fun atmosphere in a competitive, yet safe, environment. They must be able to implement policies and rules in order to maintain an appropriate level of control, fairness, and safety.

### **II. Job Relationship**

- A. Responsible to: Director, Recreation & Wellness
- B. Supervised by: Graduate Assistant of Programs
- C. In the absence of full-time staff, the Intramural Officials are under the supervision of the Rec Sport Manager.

### **III. Responsibilities**

- A. Educate participants and enforce policies regarding safe and proper use of equipment and facility.
- B. Officiate intramural games.
- C. Check in with the Rec Sport Managers at least 15 minutes before assigned game.
- D. Assist with pre and post-game logistics and administrative functions.
- E. Assist with preparation and inspection of the game site.
- F. Attend official training sessions.
- G. Maintain familiarity with evacuation plan for work area.
- H. Attend all mandatory meetings, workshops, and retreats.
- I. Awareness of safety concerns and risk management.
- J. Maintain prompt hours and follow absence procedures.
- K. Maintain a positive relationship with staff and co-workers.
- L. Adhere to all, and enforce Ashland University Department of Recreation and Wellness policies and procedures.
- M. Ensure a safe environment for all participants.
- N. Provide a friendly, upbeat and customer service oriented environment at all times.
- O. Other duties assigned.

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

- A. Serve as first responder in the case of a medical emergency during an intramural contest.
- B. Support Recreation Center staff in the case of a medical emergency elsewhere in the building.
- C. Enforce sport rules with an emphasis on participant safety above all else.

### **V. Position Qualifications**

- A. First Aid, CPR/AED certified.
- B. Knowledge base of the Intramural Sports Program, rules for each individual sport, and the handbook.

### **VI. General**

- A. Attend mandatory staff meetings and staff trainings.
- B. Promote the Department of Recreation and Wellness.