Title: Intramural Sports Official

I. Job Summary
Under the supervision of the Rec Sport Manager of Intramural Sports, 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 of Recreational Services
B. Supervised by: Assistant Director of Recreational Services – Programs

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 meeting, 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 Recreational Services 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. Position Qualifications
A. First Aid, CPR/AED certified.
B. Knowledge base of the entire Intramural Sports Program, rules for each individual sport, and the handbook.

V. General:
A. Attend mandatory staff meetings and staff trainings
B. Promote the Department of Recreational Services.