Title: Rec Sports Manager of Intramural Sports

I. Job Summary
Rec Sports (RS) Managers of Intramural Sports are directly responsible for on-site supervision of intramural and special event contests while ensuring the safety of all participants. RS Managers are also responsible for coordinating trainings, tracking participation and All-Sports points, and marketing intramural play. They serve as a mentor to officials, while providing training and constructive feedback on a daily basis. A qualified candidate is responsible, dependable, hardworking, and customer service oriented. RS Managers are intramural employees that have demonstrated a good understanding of the rules, responsibility, and leadership traits.

II. Job Relationship
A. Responsible to: Director of Recreational Services
B. Supervised by: Assistant Director of Recreational Services - Programs

III. Responsibilities
A. Supervise all intramural contests/events.
B. Coordinate set up and tear-down of equipment and IM play sites.
C. Demonstrate working knowledge of intramural philosophy and rules.
D. Maintain positive public relations and rapport with program participants and officials.
E. Perform functions of other employees, in their absence, or secure additional assistance.
F. Assist in hiring, training, and evaluating officials and scorekeepers.
G. Coordinate emergency procedures or provide first aid in emergency situations.
H. Assist with the on-site supervision of home Sport Club contests (when needed).
I. Other duties as assigned.

IV. Position Qualifications
A. Standard First Aid, and AED certification current upon hire.
B. A minimum of 1 year intramural experience with the Department of Recreational Services (official or scorekeeper).
C. Demonstrated leadership ability.
D. Supervisory experience preferred.

V. General:
A. Promote the Department of Recreational Services and participate in 1 intramural or special event per semester.
B. Attend mandatory staff meetings and trainings.
C. Complete 2-4 office hours per week in a designated area of responsibility.
D. Provide leadership, give guidance, and promote good work habits.