

## **Intramural Sports Field Manager**

Position Title: Recreation Aide

Job Type: Part-Time; Non-Exempt

Duration: 2016-2017 School year

Job Description: The purpose of the field manager position is to manager intramural team sports including flag football, volleyball, indoor soccer, outdoor soccer, basketball, softball, and other activities. Manager are also responsible for overseeing and managing a safe and pleasant atmosphere for intramural participants and for assisting the professional staff when needed. Attendance at mandatory officials, and captains meetings is also required. Work under the supervision of the Director of Recreation Services. Intramural Sports Field Manager is a yearlong employment opportunity.

### **Duties & Responsibilities:**

1. Provide pre-game assistance for the set-up of intramural sports
  - Act as a resource and service person for participants
  - Complete the required forms (i.e. incident reports, surveys, evaluations)
  - Manage online team/participant registration
  - Assist Director of Recreation Service in creating schedules for intramural events
  - Manage yearly intramural events schedule
  - Assign the intramural officials to their partners and field/court assignments
  - Arrive early and set up the facility for the intramural activity
  - Pick up daily game sheets and keys for the day's/night's activities
  - Bring first aid kit to event
  - Set up equipment for the day's/night's activities
  - Assist in examining facility for safety hazards
  - Assist in signing in intramural teams and in verifying their eligibility
  - Ensuring that participants sign liability waivers
  
2. Provide quality management during contests (training will be provided prior to the start of the intramural season)
  - Oversee the intramural events
  - Oversee the intramural contest and ensure participation takes place in a safe manner, never leave any intramural event unsupervised
  - Provide a safe environment for students and staff on safety issues within the intramural program
  - Must be able to communicate effectively with people of all levels under stressful conditions
  - Provide training and support to the intramural officials staff
  - Conduct ongoing annual assessment of intramural sports including surveys, evaluations and reports.
  - Conduct business in a manner that is congruent with Saint Martin's University philosophy and mission.
  - Aid participants with injuries by providing First Aid/CPR, and report all injuries to or problems to Campus Public Safety then the Director of Recreation Services

- Contribute to the continued development of intramural programs
  - Use Emergency Training Planning
  - Fill out any forms that are required during the day's/night's events
  - Maintain control during games
  - Ensure university policies and procedures are adhered to
3. Assist in post-game duties
- Complete any necessary forms (i.e. incident report, game day report)
  - Assist in storing any equipment at the conclusion of the intramural activity
4. Be prepared to perform other duties and assist with special projects as assigned.

Knowledge / Skills Required for the Job:

- Current SMU Student in good standing
- General knowledge of recreational sports programs
- Possess good leadership skills
- Ability to effectively collaborate with others
- Effective written and verbal communication skills
- Possess good conflict resolution skills
- Demonstrated experience with event planning, or sports programming
- Genuine interest in serving students
- Available to work afternoons, evenings, and weekends
- Thorough knowledge of the Intramural Sports policies and procedures.
- A thorough knowledge of the sport(s) being supervised.
- A thorough knowledge of the officiating aspect of Intramural Sports
- Certification in First Aid and CPR.
- Strong interpersonal and customer service skills.
- Ability to lift (20lbs. or less) and move objects long distances (more than 20 feet)