

## **Intramural Supervisor Position Description**

### **Purpose**

This position, under the direction of the Program Coordinator and Graduate Assistant for Intramural Sports, is responsible for daily operations of the Intramural Sports Program. Individuals holding this position must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills. This person will enforce all program and building policies and be able to communicate to a diverse group of patrons why the policies are in place. The Intramural Supervisor is responsible for the supervision of all intramural staff employees and will act as an effective leader and mentor to the employees.

### **Minimum Qualifications**

- Must be a current UNLV student enrolled in at least 6 credits.
- Must have at least one semester of student employment experience with Intramural Sports.
- Current CPR and First Aid Certifications Required.
- Must be available to work a minimum of 10-15 hours per week.
- Must have open availability from 5-11pm Monday through Thursday. May require occasional weekend responsibilities.
- Must be able to lift up to 40 pounds.
- Minimum GPA requirements: Semester GPA: 2.0      Cumulative GPA: 2.25

### **Preferred Qualifications**

- One year of officiating experience across multiple sports.
- Experience in both the Officiating and Program Assistant position.
- Understanding or experience with technology such as I-Pads, Go-Pros, and Microsoft Office

### **Task**

#### **Duties and Responsibilities include, but are not limited to:**

- Act in the role of a supervisor on duty for the program or event.
- Arrive at least five minutes prior to scheduled shift.
- Responsible for the set-up and tear down of the Intramural Sports events.
- Dress and appearance are consistent with SRWC standards.
- Effective communication and delegation of duties on to Intramural Sports student staff.
- First responder to all Intramural Sports accidents and incidents, including preparation of paper work afterwards and any potential activation of the Emergency Action Plan.
- Act in a professional manner by upholding SRWC policy when involved in conflict management with patrons, students and staff.
- Proper radio protocol and response in a timely manner, includes radio communication to Building Managers and Professional Staff.
- Supervise all on-shift staff members of the Intramural Sports Program.
- Assist in the Intramural Sports Office as needed.
- Assist as needed in the resolution of protests and conflicts that may arise during game play.
- Ensure sportsmanlike conduct and provide written reports on all incidents, protests, ejections, etc.
- Ensure proper completion of all scoring documents and daily report forms.
- Must be willing and able to act as an Official or Program Assistant each day when necessary.

**Staff Development:**

- Must act as a role model for fellow staff members both in work and play settings.
- Maintain a standard of performance on daily tasks.
- Assist with the preparation and implementation of staff training sessions.
- Perform regular evaluations of student staff as assigned by Professional Staff.
- Attend regularly scheduled programmatic meetings and trainings for all areas necessary.
- Maintain communication with Intramural Sports Professional Staff members regarding positive recognition, performance reviews, substitution, and schedule conflicts.
- Communicate clear and concise information as needed to patrons, students, and emergency medical service personnel and police services.
- Practice peer education to develop student staff growth and success.
- Assist with hiring and training of all new Intramural Sports Staff.
- Adhere to all SRWC guidelines and Intramural Sports policies.

**Criteria for Success**

Intramural Supervisors will be evaluated on their performance each semester. The staff evaluation process consists of a self-evaluation, peer evaluation, and supervisor evaluation. The staff evaluation measures the following objectives:

- Ability to demonstrate the difference between a supervisee and friend.
- Ability to promote and enforce program and department policy as written.
- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manage time and balance professional and personal commitments.
- Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
- Ability to assess a situation and make well informed decisions independently.
- Ability to act in a professional manner and serve as a role model and mentor for CRS staff.
- Ability to positively promote UNLV and CRS to peers/patrons and take initiative to be involved throughout campus.

**Transferable Skills:**

- Conflict Management
- Communication (written & verbal)
- Customer Service
- Leadership
- Problem Solving
- Risk Management
- Time Management

**Pay Rate: \$10.50/hour**

**Minimum Hours: 10-15 hours per week**