Sport Club Program Assistant Position Description

Purpose
This position, under the direction of the Program Coordinator and Graduate Assistant for Sport Clubs, provides direction and support for club officers and members by serving as a liaison between Sport Club Officers and CRS Professional Staff. Individuals holding this position must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills.

Minimum Qualifications:
- Must be a current UNLV student enrolled in at least 6 credits.
- Must be available to work a minimum of 10-15 hours per week.
- Must have open availability evenings, Monday through Friday. 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:
- Previous or current experience as a Sport Club Officer, or relatable knowledge of a majority of the twelve Sport Club programs.
- Experience in leadership, management, and/or administrative capacities.
- American Red Cross First Aid/CPR/AED certification.

Task
Duties and Responsibilities include, but are not limited to:
- Provide leadership, administrative support, and customer service to the assigned Sport Club(s)
- Attend Sport Club home events and assist with game management, event set-up/breakdown, and communication between teams, officials, and athletic trainers.
- Enforce all policies of the Sport Club Handbook
- Maintain weekly office hours in order to supervise, advise, and maintain communication among designated clubs.
- Responsible for making sure that all active teams and their spectators follow all facility, Sport Club, and university policies.
- Assist with Sport Club daily operations such as opening/closing field space and meeting rooms, setting up areas with equipment appropriate for scheduled activities.
- At any home event, serve as a first responder in emergencies and follow emergency protocols set by SRWC.
- Document all incidents or injuries objectively and thoroughly, and collect statements from those involved as well as any witnesses.
- Act in a professional manner by upholding SRWC policy if involved in conflict management with club athletes, spectators, students, and staff.
- Maintain dress and appearance that are consistent with SRWC standards.
- Ensure timely and proper completion of all documents and forms.
- Other duties as assigned by the professional staff.
Staff Development:
- Must act as a role model for fellow staff members.
- Maintain a standard of performance on daily tasks.
- Attend regularly scheduled meetings and trainings for all areas necessary.
- Maintain communication with Sport Club Professional Staff members regarding positive recognition, competition reports, travel schedules, and possible meeting conflicts.
- Communicate clear and concise information as needed to Sport Club officers.
- Adhere to all SRWC guidelines and Sport Club policies.

Criteria for Success
Sport Club Program Assistants 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 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 display a positive attitude for all patrons and CRS staff.
- Ability to promote and enforce program and department policy as written.
- Ability to act in a professional manner, serve as a role model, and mentor support UNLV Sport Clubs.
- 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
- Working with a Diverse Constituency
- Work in a fast-paced environment

Pay Rate: $8.75/hour
Minimum Hours: 10-15 hours per week