

## 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**