

Intramural Sports Official Position Description

Purpose

This position, under the direction of the Program Coordinator and Graduate Assistant for Intramural Sports, is responsible for officiating and assisting in the administration of all events 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 Sports Official is responsible for the effective in game operations on the field or court to which they are assigned.

Minimum Qualifications

- Must be a current UNLV student enrolled in at least 6 credits.
- Must be available to work a minimum of 10 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.
- Must be able to continuously move and be on your feet for 3-4 hours a night.
- Minimum GPA requirements: Semester GPA: 2.0 Cumulative GPA: 2.25

Preferred Qualifications

- Experience participating in high school sports.
- Experience officiating at any level.

Task

Duties and Responsibilities include, but are not limited to:

- Officiate various intramural sports and event.
- Control each game by utilizing sport specific rules and knowledge to ensure proper administration of the rules and policies.
- 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.
- Act in a professional manner by upholding SRWC policy when involved in conflict management with patrons, students and staff.
- Act as the first contact in the resolution of protests and conflicts that may arise during game play.
- Ensure sportsmanlike conduct and provide written reports on all incidents and ejections witnessed.
- Confer with Program Assistant to provide sportsmanship ratings.
- Sign off on each score sheet after each game worked
- Ensure playing area is always safe for competition.
- Ensure participants and spectators are safe, in their designated areas, and acting appropriately.

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.
- Attend all required staff meetings and training sessions.
- 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 and fellow staff members.
- Adhere to all SRWC guidelines and Intramural Sports policies.

Criteria for Success

Intramural Officials 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 make sound judgments.
- Ability to maintain composure and handle confrontation in high intensity situations.
- 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 (verbal)
- Customer Service
- Leadership
- Problem Solving
- Time Management

Pay Rate: \$9.50/hour

Minimum Hours: 10 hours per week