Position Description

JOB TITLE: Intramural Official  DATE REVISED: April 5, 2012

CLASSIFICATION: Part-Time  DEPARTMENT: Campus Recreation

REPORTS TO: Intramural Supervisor  PAY RATE: $7.50

Essential Responsibilities
Provide pre-game assistance for the set-up of Intramural sports
- Assist in setting up equipment for the day's/night's activities.
- Assist in the signing-up of Intramural teams and verification of their eligibility
- Assist in examining facility for safety hazards.

Assist in post-game duties
- Assist in completing any forms that are required.
- Assist in storing any equipment at the conclusion of the day's/night's activities.
- Assist in securing facility at the conclusion of the Intramural activity.

Specific Responsibilities
Provide quality supervision during contests
- View the Intramural contest and enforce the rules as judiciously as possible.
- Oversee the Intramural contest and ensure participation takes place in a safe manner.
- Understand the specific rules for each sport in the program.

Minimum Requirements
Degree seeking student at UAB. Strong leadership skills. Ability to think quickly and make sound decisions on-the-spot. Strong interpersonal communication, decision-making, and conflict resolution skills. Ability to enforce policies and resolve conflicts. Certification in First Aid, CPR, and AED use, as required.
**Competencies:**
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

**Technical Competencies**
- Basic computer competency.

**Human Relations:**
Internal contacts include staff at all levels.

**Work Environment and Physical Demands:**
[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

**Work Environment**
- Evening and occasional weekend work
- Outdoor environment
- Office environment/fitness center environment
- Moderate to loud noise

**Physical Demands**
- Standing or walking for at least 50% of the work day.
- Occasional bending, stooping.
- Eye-hand coordination (keyboard typing).
- Hearing and talking.

**Employee Acknowledgement**

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

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Employee

Date