

## **Competitive Sports Program Assistant**

### **JOB DESCRIPTION**

#### *POSITION SUMMARY*

The Competitive Sports Program Assistant is responsible for assisting in the day-to-day operations and management of intramural sports and club sports. This position will assist with the oversight of the intramural staff members. They will work with the coordinator to schedule and manage the intramural sports leagues and club sport events.

#### *RESPONSIBILITIES*

- Schedule staff for intramural games, club sport competitions, and other special events
- Assist with the preparation of intramural operations
- Assist with the lining of Intramural and Club Fields
- Assist with the maintenance, organization, and cleanliness of our playing and storage areas
- Input nightly scores and update intramural supervisor documents daily
- Assist with staff oversight and management
- Assist with trainings for intramural staff members
- Manage intramural leagues and tournaments weekly through imleagues.com
- Communicate effectively with Intramural and Club Sport participants
- Monitor and update club sports documents for participation, statistics, and tracking purposes
- Monitor and follow up with Competitive Sports email communications
- Attend all office, staff and department meetings as scheduled.
- Assist with other duties as assigned in an effort toward the overall functions of University Recreation

#### *ACQUIRED SKILLS*

As a result of working as the [insert position], the student will have the opportunity to acquire and further develop their [insert a list of] skills.

#### *STUDENT LEARNING OUTCOMES*

- As a result of working for University Recreation, student employees will develop a sense of community by building relationships through effective communication and teamwork to foster resiliency.
- As a result of working for University Recreation, student employees will be able to demonstrate decision making and problem-solving skills acquired through trainings, experiences, and evaluations.
- As a result of working for University Recreation, student employees will be able to demonstrate professionalism by holding themselves and their coworkers accountable.
- As a result of working for University Recreation, student employees will be given opportunities for professional development to prepare them for future career.

### **JOB REQUIREMENTS**

#### *QUALIFICATIONS*

*[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]*

- Degree seeking student at UAB
- Current CPR/AED/First Aid for the Professional Rescuer (CPRO) Certification
- Complete all other required training upon hiring
- Safety Skills
- Disability Support Services Certification
- Emergency Evacuation Training Certification

#### **REQUIRED SKILLS**

*[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]*

##### **Technical Competencies**

- Basic Computer Competency
- Basic accounting knowledge
- Proficiency with Microsoft Office

##### **Professional Competencies**

- Ability to handle customer service issues as it relates to Sports activity
- Ability to communicate effectively with participants and professional staff
- Ability to multitask and manage time effectively and efficiently

##### **Physical Demands**

- Ability to withstand extended periods of general physical movements inside and outside.
- May require hearing and talking.
- Ability to withstand extended periods of activity and communicating.

\*\*Certain disability accommodations may be accepted.