

Competitive Sports Program Assistant

JOB DESCRIPTION

POSITION SUMMARY

The Competitive Sports Program Assistant position is critical in managing the day-to-day operations of Competitive Sports. The Program Assistant will be responsible for ensuring a safe, fun, and clean environment for all participants. This includes communicating with participants, enforcing guidelines, communicating with Club Sports, and keeping areas and equipment clean and well organized. The Program Assistant will also be expected to help train, evaluate, and coach up Intramural officials.

RESPONSIBILITIES

- Monitor and follow up with Competitive Sports email communications
- Communicate effectively with Intramural and Club Sports participants
- Train, Evaluate and coach up officials
- Supervise and assist with management of nightly Intramural operations
- Assist with the preparation of game day operations
- Assist with the monitoring and resupplying of First Aid supplies
- Assist with the lining of IM fields at West Campus
- Assist with the maintenance, organization, and cleanliness of our playing and storage areas
- Assist with other duties as assigned in an effort toward the overall functions of University Recreation

ACQUIRED SKILLS

As a result of working as a Competitive Sports PA, the student employee will have the opportunity to acquire and to improve communication, time management, conflict resolution skills, adaptability, customer service skills, and gain knowledge of working in a programming setting.

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

- 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

Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports and fitness. Ability to effectively manage conflict and give constructive criticism to co-workers. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

- Basic computer competency
- 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.
- Ability to withstand extended periods of time standing, jumping, swiftly moving, and other general physical movements inside and outside.
- May require hearing and talking.
- Ability to withstand extended periods of activity and communicating.
- Ability to lift 30 lbs. on a regular basis

**Certain disability accommodations may be accepted.