Position Description

JOB TITLE: Intramural Officials
DATE REVISED: November 1, 2014

CLASSIFICATION: Part-Time
DEPARTMENT: Campus Recreation

REPORTS TO: Assistant Director of Competitive Sports and Camps
WAGES: $7.50 hourly

Essential Responsibilities
Intramural Officials are responsible for officiating all intramural sports and special events offered by or sponsored by Campus Recreation. They oversee and manage a fun and safe atmosphere for all participants and assist the Intramural Supervisors when needed. Intramural Officials are required to attend all mandatory training clinics and staff meetings.

Program Duties
- Assist in setting up equipment for activities.
- Assist in the signing-in of participants and verifying eligibility.
- Assist in examining playing surfaces for safety hazards.
- Enforce intramural policies and procedures during contests.
- Assist in completing all shift forms that are required.
- Assist in storing equipment at the conclusion of activities.
- Assist in securing the facility at the conclusion of activities.
- Evening and weekend work as required.

Minimum Qualifications
- Knowledge of intramural sports policies and rules.
- A desire to acquire knowledge of all intramural sports offered.
- Good interpersonal skills and ability to relate with peers.
- A positive attitude.
- Ability to wear accepted uniform while on duty.
- Ability to work as part of a professional team that collaborates effectively with colleagues.
- Ability to work independently, as well as a part of a team.

Competencies:

Work Environment
- Fitness center and outdoor working environment.
- Non-smoking environment.
- Moderate to loud noise.

Physical Demands
- Standing, walking or running for at least 90% of the shift.
- Eye-hand coordination.
- Hearing and speaking required.