**Position Description**

**JOB TITLE:** Intramural Supervisor  
**DATE REVISED:** January 13, 2015

**CLASSIFICATION:** Part-Time  
**DEPARTMENT:** Campus Recreation

**REPORTS TO:** Assistant Director of Competitive Sports and Camps  
**WAGES:** $9.00 hourly

**Essential Responsibilities**

Intramural Supervisors are responsible for supervising intramural sports, club sports, and special events offered by or sponsored by Campus Recreation. They oversee and manage a fun and safe atmosphere for all participants. Intramural Supervisors are required to attend all mandatory training clinics and staff meetings.

**Program Duties**

- Set up all equipment for intramural and special event activities.
- Sign-in participants and verify eligibility.
- Examine playing surfaces for safety hazards.
- Enforce intramural policies and procedures during contests.
- Complete all shift forms that are required.
- Break down and store equipment at the conclusion of activities.
- Secure the facility at the conclusion of activities.
- Evening and weekend work as required.

**Minimum Qualifications**

- Work as an intramural official for at least one semester.
- Have a knowledge of intramural sports policies and rules.
- Have good interpersonal skills and ability to relate with peers.
- Have a positive attitude.
- Have the ability to wear accepted uniform while on duty.
- Have the ability to work as part of a professional team that collaborates effectively with colleagues.
- Have the 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.