



Position Description Intramural Sports Supervisor

Responsibilities

- Provide on-site supervision at Intramural Sports programs and activities..
- Ensure security of participants, spectators, officials, facility and equipment.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist with captains' meetings and sports officials' clinics.
- Prepare the playing areas to be used for game play.
- Provide customer service and communicates with staff and patrons.
- Direct teams and officials to the proper field/court for their scheduled games.
- Evaluate the sports officials on a daily basis.
- Officiate a minimum of three games per week; is prepared to officiate in the event of a missing official.
- Responds to and professionally assists participants with disputes and minor problems.
- Assist with emergency situations and evacuations as they arise.
- Complete required forms completely and legibly.
- Assist in training new personnel.
- Assist with the daily operation of the office.
- Perform other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.25.
- Previous work experience within Campus Recreation as an official.
- Attend officiating clinic and pass written and skills test.
- The ability to make professional decisions for every day and emergency situations.
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15).
- Work will take place at the 1604 Campus at the Rec Center and Intramural Field Complex.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.50/hour