

Department: Athletics

Reports To: Intramural Officials report directly to the intramural manager and sport supervisor.

Position Summary: Intramural officials are responsible for assisting the sport supervisor with game day management and enforcement of all IM policies and procedures. This position is directly responsible for officiating intramural games including flag football, indoor soccer, basketball and volleyball. Attendance is required for mandatory training and evaluation meetings. This position is a seasonal employment opportunity with scheduling based upon performance and availability. In addition this position is responsible for maintaining a fun and competitive environment that promotes teamwork, sportsmanship, integrity, social growth, exercise, and recreation.

Essential Responsibilities:

1. Assist in setting up equipment for games.
2. Assist with team sign-in and ID collection prior to games.
3. Assist in examining facility for safety hazards.
4. Provide quality officiating during contests.
5. View and follow the Intramural Sports Handbook and enforce the rules judiciously as possible.
6. Ensure participation take place in a safe manner.
7. Fairly rate each team's level of sportsmanship after each game.
8. Assist in post game clean up.
9. Contact the sport supervisor and act as first responder in the event of an emergency.
10. Present at all IM meetings.
11. Work directly with sport supervisor to make sure games run smoothly.
12. Complete a timecard after at the conclusion of every shift.
13. Communicate consistently and effectively with IM Director, student manager, sport supervisor and participants.
14. Report all game related incidents, injuries, problems, etc. to the sport supervisor immediately.
15. Ensure equipment is maintained and used properly.
16. Other duties as assigned.

**Salary:** Position is for one team sport. Pay will be hourly.

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*