

# INTRAMURAL SPORT SUPERVISOR

Department: Athletics

Reports To: The Intramural Student Supervisor reports to the Director of Fitness, Wellness and Intramurals and the IM Student Manager

Position Summary: The Intramural Sport Supervisor is responsible for organizing and managing IM games and acting as the head IM supervisor at all games. Each student supervisor will be responsible for one IM sport. This position helps ensure that all students, faculty, and staff have the opportunity to participate in IM sports. 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 IM Director and Student manager in the general management and development of IM sports program.
2. Attend all IM games/events for sport assigned to.
3. Directly oversee game management and act as head IM supervisor at games.
4. Enforce all rules and policies at games.
5. Check all IM participants in prior to games.
6. Contact the building supervisor and act as first responder in the event of an emergency.
7. Present at all IM meetings.
8. Assist student manager with IM sport registration and advertising
9. Assist student manager with training of intramural officials and all meetings.
10. Work directly with student manager to make sure games run smoothly and IM forms/binders are prepared for all games.
11. Turn in IM employee time cards to student manager.
12. Communicate consistently and effectively with IM Director, student manager and participants.
13. Report all game related incidents, injuries, problems, etc. to the student manager and IM Director.
14. Ensure equipment is maintained and used properly.
15. Meet weekly with IM Director and/or student manager.
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.*