

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Event Supervisor

Job Description: Event Supervisors assist with the organization and implementation of a variety of departmental events including races (i.e. Turkey Trot, Indoor Triathlon), tournaments (i.e. Golf Scramble, Sandblast, Paddle Battle), and alcohol alternative events (i.e. REOctoberfest, Night on the Slopes). Event Supervisors also assist with Sport Club events including matches, tournaments, and fundraisers.

Specific Duties:

1. Be a contributing member to the department by creating, organizing and implementing special events for the UWL students, staff, and greater La Crosse community member.
2. Assist with the creation, distribution, and maintenance of promotional tools including flyers, posters, and brochures.
3. Serve as a public relations representative while conducting yourself accordingly in meetings with campus organizations and speaking to various campus groups.
4. Manage registration processes, plan logistical details of events, reserve facilities and equipment, and work closely with staff and volunteers in the implementation of events.
5. Organize and supervise planning committees and lead informational volunteer meetings prior to events.
6. Supervise participants, volunteers, and staff as deemed necessary for each event.
7. Conduct post-event participant surveys and event evaluations. Maintain accurate records regarding events through post-event reports and evaluation reports.
8. Supervise club events, including filling out reports (event/injury), assisting with injuries, and policy enforcement.
9. Communicate and consistently enforce university and departmental policies and procedures with all participants and co-workers; employ strong decision-making and conflict resolution skills when policies and/or procedures are violated.
10. Serve as a customer service representative (see specific job description).
11. Maintain current certifications in first aid, CPR, and AED.
12. Work scheduled shift or complete employee schedule change process if unable to work.
13. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
14. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
15. Serve as a positive representative while participating in university and departmental activities.
16. Participate as desired in departmental committees.
17. Participate in self, peer, supervisory and participant evaluation process and attend staff meetings/training sessions.
18. Complete other duties as assigned.

Required Dates: Event supervisors must be available to work Labor Day weekend and the weekend before Thanksgiving break (Turkey Trot 5K).

Time Commitment and Pay: This position requires a commitment of 15-20 hours a week, dependent upon events. Working some evenings and weekends are required. Hours are flexible to meet class schedule. Starting pay range: \$7.25-8.00/hour (dependent upon meetings, office hours, and events).

Requirements: Ideal candidates are good communicators, team-oriented, possess confident leadership skills, and have experience or a strong interest and willingness to learn about planning, marketing and promoting events, and supervising event staff or volunteers.

Learning Laboratory: The Recreational Sports Department is a learning laboratory where one has an opportunity to compliment their academic pursuits with quality hands-on work experience and on-the-job training.

Technology: Computer programs used on a regular basis include: Microsoft Office (Word, Excel, Publisher, PowerPoint, etc.), IMLeagues, and Adobe Acrobat usage.

Who Should Apply: Students from all majors are encouraged to apply. This position provides numerous opportunities to gain skills that are beneficial in a variety of professions.

Additional Information:

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