

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

TITLE: Intramural Supervisor

Job Description:

Intramural Supervisors are responsible for the on-going organization and implementation of the intramural sports program.

Specific Duties:

1. Serve as a resource by providing accurate and current information regarding intramural rules, policies, and procedures.
2. Communicate and consistently enforce university, departmental, and intramural policies and procedures with all participants and co-workers; employ strong decision-making and conflict resolution skills when policies and/or procedures are violated.
3. Assist with planning and administration of intramural leagues to include registration, scheduling, verification of eligibility and player status, supervision of play, and completion of daily/league reports and evaluations.
4. Assist with hiring, training, supervision, and evaluation of intramural officials and scorekeepers.
5. Enter results and player information into IMLeagues.
6. Develop good rapport and strong communication between intramural staff, officials, scorekeepers, team captains, and players.
7. Serve as a customer service representative (see specific job description).
8. Maintain current certifications in first aid, CPR, and AED.
9. Work scheduled shift or complete employee schedule change process if unable to work.
10. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
11. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
12. Serve as a positive representative while participating in university and departmental activities.
13. Participate as desired in departmental, programmatic and event planning committees.
14. Participate in self, peer, supervisory and participant evaluation process and attend staff meetings/training sessions.
15. Complete other duties as assigned.

Time Commitment and Pay:

Position requires a commitment of 10-15 hours per week. Hours range from 6:00am – 12:00am. Working some evenings, weekends, holidays, and breaks are required. Hours are flexible to meet class schedule. Starting pay: \$8.00/hour (may range dependent upon meetings, customer service hours, and supervising).

Requirements:

Ideal candidates should possess strong communication skills, be team-oriented, and have experience and/or a willingness to develop leadership, conflict resolution, decision-making, time management, and organizational skills. Interest and familiarity with sports and sports officiating are beneficial.

Learning Laboratory:

The Recreational Sports Department is a learning laboratory where students have the opportunity to compliment academic pursuits with quality hands-on work experience and on-the-job training.

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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