

Competitive Sports Coordinator – Sport Clubs Emphasis

Position Overview:

The Competitive Sports Coordinator – Sport Clubs Emphasis is responsible for assisting the Competitive Sports Coordinator with the administration, development, and oversight of the Sport Club program. This position plays a key role in training and supporting sport club officers, assisting clubs with logistics and event planning, and ensuring compliance with university policies. Additionally, this role collaborates with other Competitive Sports staff to enhance student leadership opportunities and foster a positive, well-organized sport club experience.

Sport Club Leadership & Officer Development

- Develop and lead Sport Club Officer Trainings, ensuring club leaders understand policies, procedures, and best practices.
- Plan and facilitate Sport Club Executive Council meetings to support governance, leadership development, and club success.
- Lead the annual Sport Club recruitment event, RECFest, coordinating logistics and marketing to maximize club visibility and student engagement.

Event & Facility Management

- Provide logistical support to clubs hosting home contests and events, including facility coordination and event planning assistance.
- Assist with facility scheduling to accommodate practices, competitions, and special events.
- Support sport club competition planning, including travel paperwork, eligibility verification, and scheduling.

Budget & Administrative Support

- Assist with Competitive Sports budgets, including monitoring sport club financial allocations and expenditures.
- Oversee inventory management for sport club equipment, ensuring clubs have necessary resources and follow proper check-out procedures.
- Monitor and respond to inquiries via the Sport Club email account and IMLeagues messages, providing timely and accurate information.
- Ensure clubs comply with university and department policies, advising club officers on risk management and operational requirements.

Marketing & Engagement

- Work with the Engagement Team to develop content for social media and other promotional platforms, highlighting club activities and achievements.

Additional Responsibilities

- Perform other duties as assigned to support the Competitive Sports program and Rec Sports Department.

Preferred Qualifications

- Current Rec Sports staff member, Sport Club Executive Committee member or club officer
- Knowledge of Sport Club policies, procedures, and rules.
- Familiarity with Competitive Sports technology, including iPads, imleagues, SubitUp, Connect2, Fusion and other scheduling or officiating platforms.
- Ability to commit to an average of six (6) hours per week in the administrative office for meetings, planning, and operational support.