

Competitive Sports Coordinator - Intramural Sports Emphasis

Position Overview:

The Intramural Sports Coordinator is responsible for assisting the Competitive Sports Coordinator with the planning, administration, and oversight of assigned Intramural Sports Leagues and related programming. This position plays a key role in training and developing student officials, managing league operations, and enhancing the participant experience through effective communication, programming, and collaboration with other campus departments.

As part of a three-person Competitive Sports Coordinator team, each coordinator will oversee specific sports and serve as the primary point of contact for their assigned leagues, ensuring consistency and quality across all intramural programs.

Program Oversight & Sport Management

- Oversee the planning, administration, and execution of assigned Intramural Sports Leagues, which may include basketball, volleyball, softball, tennis, badminton, pickleball, dodgeball, kickball, whiffle ball, and soccer.
- Work collaboratively with two other Competitive Sports Coordinators, each managing specific sports while ensuring a unified approach to policy enforcement, participant engagement, and program quality.
- Manage sport-specific logistics, including scheduling, rule adaptations, playoff structures, and championship formats.
- Ensure high-quality officiating and game-day operations through consistent training, evaluations, and support of student officials.

Student Leadership & Training

- Organize and lead officials' clinics to train and develop student referees.
- Plan and lead Competitive Sports Supervisor meetings to ensure smooth operations and leadership development.
- Create and manage the weekly schedule for Competitive Sports Supervisors, officials, and scorekeepers.
- Conduct evaluations of officials and scorekeepers, providing feedback and training as needed.

Facility, Scheduling & Event Management

- Assist with facility scheduling for intramural leagues and special events in coordination with campus partners.
- Help plan and supervise one-day intramural tournaments and select home sport club competitions.
- Assist with intramural equipment inventory, maintenance, and distribution.

Communication & Participant Support

- Monitor and respond to inquiries via the Intramural Sports email account and IMLeagues messages.
- Assist with participant disciplinary issues, ensuring adherence to program policies and procedures.
- Track and manage forfeits and communicate with teams regarding policies.

Marketing & Promotion

- Coordinate marketing and promotional efforts, including tabling events, sidewalk chalk promotions, window painting, and social media collaborations with the Engagement Team.

Additional Responsibilities

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

Preferred Qualifications

- Current Rec Sports staff member (Service Staff, Activity Staff, or other related position).
- Knowledge of Competitive Sports policies, procedures, and rules.
- Familiarity with Competitive Sports technology, including iPads, imleagues, SubitUp, Connect2, Fusion and other scheduling or officiating platforms.
- Experience as an Intramural Sports official, scorekeeper, participant, or Sport Club athlete.
- Ability to commit to an average of six (6) hours per week in the administrative office for meetings, planning, and operational support.