



Position Description Student Club Sports Coordinator

Responsibilities

- Serve as administrator for Club Sports decisions in absence of the Assistant Director.
- Supervise, train, schedule and evaluate club sports supervising staff.
- Provide on-site supervision at all Club Sports practices, games and special events.
- Ensure security of participants, spectators, officials, facility and equipment.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist with officer meetings.
- Prepare the playing areas to be used for practices and game play.
- Provide customer service and communicate with staff and patrons.
- Direct teams and officials to the proper field/court for their scheduled games.
- Evaluate court/field conditions on a daily basis.
- Responds to and professionally assists participants with disputes and minor problems.
- Assist with emergency situations and evacuations as they arise.
- Complete required forms completely and legibly.
- Assist in training new personnel.
- Assist with the daily operation of the office.
- Perform other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.25.
- Must have previous experience as Club Sports Supervisor
- Previous experience within Campus Recreation as a club member preferred but not required.
- The ability to make professional decisions for every day and emergency situations.
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15).
- Work will take place at the Main Campus at the Rec Center and Recreational Field Complex with some off-campus sites for game management.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00/hour