



Position Description Intramural Sports Coordinator

Responsibilities

- Assist the Assistant Director of Intramural Sports with supervision of the Intramural Sports program.
- Supervise Intramural Supervisors and Officials and activity areas.
- Evaluate Intramural Sports Supervisors and Officials.
- Enforce policies and procedures in a fair, prudent and professional manner.
- Provide on-site authority for Intramural Sports activities.
- Ensure security of participants, spectators, officials, facility and equipment.
- Assist with captains meetings, sports officials' clinics and training new personnel.
- Assists with scheduling teams and/or individuals for regular season and tournament competition.
- Assist with the daily operations of the office.
- Assist with the distribution of publicity which includes: placing posters on campus bulletin boards, addressing and mailing informational flyers, informing participants and organizations of upcoming events via the telephone or email.
- Assist with preparing the playing areas.
- Provide customer service and communicates with staff and patrons.
- Officiate a minimum of three games per week; be prepared to officiate in the event of a missing official.
- Respond 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 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.
- Leads by example.
- 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.
- Previous work experience within Campus Recreation as an official.
- 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 1604 Campus at the Rec Center and the Recreational Field Complex.
- Work shifts include morning, afternoon, evening, weekend hours and some holidays.

Pay Rate

- Starting pay: \$9.00/hour