



## **UREC Sports Supervisor**

**Department:** University Recreation + Wellness (UREC), University of Arkansas - Fayetteville

**Location:** HPER, UREC Sport Complex, and UREC Tennis Center

### **Position Description:**

The UREC Sports Supervisor provides on-site leadership for Intramural and Club Sports programming by ensuring a safe, respectful, and enjoyable environment for all participants. This role supports student staff, enforces policies and procedures, and serves as the primary point of contact during events. Supervisors are also responsible for maintaining clean and organized facilities while representing UREC with professionalism and integrity.

### **Duties & Responsibilities:**

#### **Event Management (60%)**

- Enforce University of Arkansas and UREC policies pertaining to risk management, inclement weather and student conduct
- Verify eligibility for participation in Intramural & Club Sport activities
- Provide excellent customer service to all patrons, spectators and participants
- Administer check-in of programming activities through Fusion Play.
- Accurately record scores, bracket updates, participant conduct, and nightly documentation of incidents, accidents, and ejections.
- Serve as the first responder to all accidents, incidents and medical emergencies
- Manage the safe set-up and breakdown of programmatic activities
- Responsible for the return of items and equipment to the Service Center

#### **Personnel Management (40%)**

- Able to think independently, and confidently, by making decisions during calm to intense situations
- Exhibit a great understanding of customer service and conflict management during disputes and disagreements between participants and/or officials
- Responsible for verifying timeclock entries on Workday at the conclusion of student officials shifts
- Supervise, train, and evaluate Intramural Sports officials by building rapport, providing constructive feedback, and issuing positive or corrective evaluations to support their development.
- Officiate intramural games when needed and directed.
- Assist the Assistant Director, Coordinators, and Graduate Assistant for Club and Intramural Sports in planning and facilitating officials' training, in-service meetings and workshops

### **Minimum Qualifications:**

- Current University of Arkansas student
- Prior officiating experience within the intramural sports program or other applicable activities

**Knowledge, Skills, and Abilities:**

- Excellent written & verbal communication skills

**Federal Work Study Requirement:**

- Federal Work Study award preferred but not required.

**Required License(s), Certification(s), & Background Checks:**

- Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
- Background checks not required for undergraduate candidates

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Medium Work | Exerting up to 50 lbs of force occasionally, and/or up to 30 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
  - Hearing, reaching, standing, talking, walking- Constantly
  - Crouching, grasping, kneeling, lifting, manipulating items with fingers, pulling, pushing, repetitive motion, stooping- Frequently
  - Balancing, climbing, crawling, driving, handling of sharp tools, sitting- Occasionally
  - Lifting of heavy or awkward objects

**Visual Acuity:**

- Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)

**Compensation & Benefits:**

- \$12.25/hr
- Student Affairs Wage Scale: Category 3

**Hours and Schedule**

- The position is designed to be a 4-12 hours per week in person commitment.
- Weekly work hours vary and may include morning, evening, and weekend, mainly in the fall and spring semesters.
- 

**Employment Timeline:**

- This position hires on an as needed basis.
- This position is eligible for up to 4+ years of continuous employment upon satisfactory performance and continued academic enrollment.

**Supervision:** Coordinator, UREC Sports

**This job will provide experiences to develop the following UA Career-Ready Skills:**

Leadership | Professionalism | Teamwork | Critical Thinking|

- **Ability to Facilitate Group Dynamics:** Recognize the importance of group dynamics in achieving organizational goals and facilitating group dynamics by leveraging team member strengths, putting team members in position to succeed, collectively set group norms, and resolve conflicts effectively.
- **Ability to Demonstrate Dependability:** Act as a dependable, diligent member of a work environment by being present, prepared, responsible for your actions, behaviors, performance, and decisions and showing attention to detail.
- **Ability to Integrate Strengths:** Ability to recognize the knowledge, skills and abilities of others and integrate them into the team's performance
- **Ability to Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace.

**Application Instructions and Required Document:**

- Please contact Michael Pappan at [mpappan@uark.edu](mailto:mpappan@uark.edu) , with additional questions about the position.
- Resume
- Application documents must be submitted in Workday
- Application deadline:

**Equal Opportunity and Compliance:** The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.