**Intramural/Club Sports Supervisor**

**Position Description:** Serve as a quality leader through exemplary effort and representation of a Supervisor, Official and participant for each other and for all. Responsible for ensuring offices, playing and storage areas remain clean, organized and professional. First Responder to injuries/medical situations through training and certification of First Aid/Adult CPR & AED. Understand, follow and enforce all University of Arkansas, UREC, Intramural Sports and Club Sports policies and procedures. Attend mandatory staff meetings and trainings held throughout the year.

**Specific Responsibilities:**

* **Event Management** 
  + 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 FusionIM
  + Ensure scores, sportsmanship ratings and other supplemental information is correctly recorded on all scoresheets
  + Serve as the first responder to all accidents, incidents and medical emergencies
  + Manage the safe set-up and breakdown of programmatic activities
  + Complete proper paperwork and documentation for each night i.e. all incidents, accidents and ejections that may occur
  + Responsible for the return of items and equipment to the Service Center
* **Personnel Management**
  + Able to think independently, and confidently, by making decisions during calm to intense situations
  + Exhibit a great understanding of customer service during disputes and disagreements between participants and/or officials
  + Responsible for verifying timeclock entries on WebBASIS at the conclusion of student officials shifts
  + Assist in the planning and leading of full-staff trainings and in-service meetings
  + Supervise, train and evaluate officials in Intramural Sports
  + Evaluate and establish rapport with officials and provide constructive feedback towards their development
  + Officiate when needed and directed
  + Assist the Assistant Director and Coordinator for Club and Intramural Sports and Graduate Assistant for Intramural Sports in planning and facilitating all officials’ trainings, workshops and meetings

**Minimum Qualifications:**

* Current University of Arkansas student
* Prior officiating experience within the intramural sports program or other applicable activities
* Must possess 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)

**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)

**Preferred Qualifications:**

* Excellent written & verbal communication skills
* Prior participation with Intramural Sports and/or Club Sports
* Comfortability with a varied and adaptive pace of programming
* Confident interpersonal communication skills

**Physical Activities Associated with this Position:**

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

* The supervisor will be subject to both environmental conditions. Activities occur inside and outside.
* Balancing, hearing, standing, walking- Constantly
* Feeling, grasping, lifting, manipulating items, reaching- Frequently
* Climbing, crouching, driving, kneeling, pulling, pushing, repetitive motion, sitting, stooping- Occasionally
* Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move 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)

**Skills Obtained:**

* Critical thinking/problem solving, teamwork/collaboration, written communication, verbal communication, leadership, analytical skills, initiative, flexibility/adaptability, interpersonal skills, responsibility/dependability/accountability, planning/organizing/prioritizing, customer service, supervision, conflict management, strong work ethic, obtaining and processing important information

**Work Schedule & Compensation:**

* 2-10 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $12.50/hour for intramural sports events; $12.50/hour for special events & club sports events

**Supervision:** This position is supervised by the assistant director of intramural & club sports in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>.