

## **Job Position Description**

**Department:** Intramurals                      **Job Title:** Intramural Sports Manager

### **Main Purpose of the Job:**

The primary role of the Intramural Sports Manager position is to prepare sports sites for competition, assist with captains meetings and sport clinics and provide on-site management of daily events coordinated through the Intramural Sports office.

**Supervised by :** IM Director, IM Graduate Asst. and IM Sport Supervisor.

### **Primary responsibilities or key duties of the job (tasks performed regularly):**

- 1) Responsible for intramural activity sites during IM events, preparing sites for play and maintaining intramural game equipment inventory at IM Site.
- 2) Assist in recruiting, training, evaluating, scheduling and supervision of scorekeepers and officials.
- 3) Compiles results of games, reports and staff time sheets, and submit to the IM/SC Office daily following each evening of competition.
- 4) The secondary role of the IM Manager staff is to promote the IM program, help determine what sports to offer each year, make rules revision suggestions and to be available to assist in needed with discipline and protest cases that periodically arise throughout the school year.

### **Qualifications:**

- 1) Must be certified in First Aid, AED and CPR before working as Managers.
- 2) BBP Training.
- 3) Sexual Harassment Training recommended.
- 4) Sport Rule Knowledge
- 5) Good Communication and Customer Service Skills

### **Additional Information:**

Promote the overall mission of Intramural Sports.

**Rate of Pay:**        \$7.15/hour