

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: Intramural Manager

- A. Main Purpose of the job:** The primary role of the Intramural 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.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Responsible for intramural activity sites during Intramural events, preparing sites for play and maintaining intramural game equipment inventory at Intramural Site.
 2. Assist in recruiting, training, evaluating, scheduling and supervision of scorekeepers and officials.
 3. Compile results of games, reports, and staff time sheets, and submit to the IM Office daily, following each evening of competition.
 4. The secondary role of the Intramural Manager staff is to promote the IM program, help determine what sports to offer each year, make rules revision suggestions, and be available to assist as needed with discipline and protest cases that periodically arise throughout the school year.
- C. Basic Qualifications:**
1. Prior work experience in a Recreation and Wellness program preferred.
 2. Have excellent knowledge of sport rules, IM policies and procedures.
 3. Certified in CPR, First Aid, AED.
 4. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
 5. Good written and verbal communication skills and customer service skills.
- D. Additional Information:**
1. Promote the mission of Recreation and Wellness and Intramural Sports.