

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

Job Title: Intramural Supervisor

- A. Main Purpose of the job:** The primary role of the Intramural Supervisor is to work with the Intramural administrative and graduate assistant staff members to promote and assist in the overall operation of the Intramural Sports program.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Responsible for on-site supervision of intramural sport events, including weekend events that periodically arise throughout the academic calendar.
 2. Perform routine inspections of indoor and outdoor facilities for possible risk management concerns.
 3. Assist with the identification and correction of potential safety concerns.
 4. Complete all paperwork, including protest forms, incident/injury reports.
 5. Help maintain and inspect all intramural sports equipment.
 6. Assist IM Graduate Assistant with the scheduling of sport managers and scorekeepers/officials.
 7. Evaluate sports managers and scorekeepers/officials at least once/semester.
 8. Assist with the daily office preparation for activities scheduled that day, including roster changes and updating league standings.
 9. Attend and instruct at all board, officials and scorekeeper training sessions.
 10. Attend all student supervisor/Intramural department meetings as required.
 11. Serve on Recreation and Wellness Student Employee Board (SEB).
 12. Promote the mission of Recreation and Wellness and Intramural Sports.
- 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. Strong written and verbal communication skills.
 6. Cumulative grade point requirement of 2.0.
- D. Additional Information:**
1. Student Supervisor works up to ten (10) hours per week.
 2. Perform other duties as assigned.