

BGSU Recreational Sports Student Practicum Job Description

Recreational Sports Scholarship Coordinator (Spring Semester Only)

2 – 3 Hours Per Week – 1 Credit/Semester

- A. Main Purpose of the Job:** This individual will serve as liaison between the Ice Arena and BG Youth Hockey and BG Skating Club in the publicity and awarding of 4 scholarships in each area to BGSU Ice Arena Summer Programs. Position reports directly to Ice Arena Assistant Director and will interact with Secretary, Student Employees, Director and other staff as necessary.
1. Modernize/develop application form and announcement letter and distribute to user groups, individuals and coaches. Contribute to various newsletters in this regard. Maintain supply of applications and coordinate the submission process through Skate Shop.
 2. Form selection committees, select date and meeting locale, provide leadership and instructions to group. Prepare confirmation letter and thank you letter to committee members in a timely manner.
 3. Coordinate recognition of award recipients through local press (BG News, Sentinel and home town publications of winners) , in conjunction with Ice Arena Spring Open House, user group newsletters, and bulletin boards etc. Procure plaques and update in house awards.
 4. Draft congratulatory and thank you letters to all applicants.
 5. Other duties as assigned.
 6. Prepare written report on activities and critically evaluate performance.