



Practicum: Competitive Sports (Intramural Sports and Club Sports)

Position Summary

Assists the Assistant Director and administrative secretary of Intramural Sports/Sport Clubs in daily operations of the office. Student will have frequent interaction with program participants and employees and assists in duties related to training, marketing and staff issues.

Responsibilities

- Sport programming - coordination, rules, schedules, equipment/field preparation, supervision, an evaluation
- Computer data entry and report generation - load teams, create leagues and schedules, print score sheets
- Publicity
- General office responsibilities in the Intramurals/Sport Clubs Office. First-hand look at behind-the-scenes operation.
- Other duties as assigned

Requirements

- Sport Management or Recreation or other majors welcome
- Knowledge and experience with as many of the following intramural sports as possible:
- Softball, Corn Hole, Tennis, 4-Player Volleyball, Ultimate Frisbee, Flag, Football, Badminton, Cross Country, Whiffleball, Team Handball, Innertube Water Polo, Racquetball, Swimming, Basketball, Dodgeball and Tennis Ball, Basketball, Racquetball, 4-Player Flag Football, Innertube Water Polo, Curling, Wallyball, Broomball, Volleyball, Soccer, Softball, Corn Hole, and Tennis, and Golf
- Computer skills applicable to an office environment
- Additional Information
- Supervision
- Supervised by the Assistant Director for Intramurals/Sport Clubs

Bowling Green State University

Perry Field House: 801 N. Mercer RD, BG, OH 43403-0028 | **Student Recreation Center:** 1411 Ridge RD, BG, OH 43403-0146
bgsu.edu/recwell | bgsuclubsports.com | recwell@bgsu.edu | 419.372.2000