

## **Campus Recreation – Intramural Sports Official**

**Department:** FAU Campus Recreation

**Campus:** Boca Raton

**Position Title:** Intramural Sports Official

**Hours:** Varies

**Classification:** Undergraduate or Graduate

### **Brief Description:**

Intramural Sports Officials are responsible for providing an atmosphere of fun in a recreational, yet safe environment. Officials must uphold the sports policies and playing rules in a reasonable, impartial and professional manner to maintain an appropriate level of control, fairness, and safety. They should maintain a positive attitude on-site and should always strive to improve their officiating skills.

### **Key Accountabilities:**

Reports to Sport Programs Coordinator

- Officiate designated Intramural Sports (average of 2 nights per week)
- Ability to score keep designated sports
- Ensure security of participants, spectators, facility, & equipment
- Assist the Sport Programs Supervisor with pre- and post-game logistics and administrative functions
- Assist the Sport Programs Supervisor with checking in teams and verifying eligibility
- Professionally and proactively assist participants with disputes and minor problems
- Provide positive public relations, program promotion, and policy education to staff & participants
- Assist with accident and incident response in accordance with the Emergency Action Plan
- Assist with emergency situations and evacuations, as they arise
- Manage game equipment
- Perform other duties as assigned
- Attend all required meetings and trainings

### **Requirements:**

- Current FAU student and enrolled in at least 6 credits at time of application
- Have a GPA of 2.5 or greater at time of application
- Authorized to work in the United States
- First Aid/CPR certified (or capable of obtaining shortly after appointment)

### **What You Will Do and Learn:**

- ✓ **Communication Skills:** Articulate thoughts and ideas clearly and effectively in oral form to persons inside and outside of the organization
  - Exemplify effective verbal and non-verbal communication
  - Assist with pre-game meetings
  - Greet Campus Recreation visitors and Intramural participants
  - Relay sport rules and information to participants in a concise and precise manner

- Proactively communicate with Sport Programs staff regarding availability and meeting attendance
- ✓ **Work Ethic & Professionalism:** Demonstrate personal accountability and effective work habits (i.e. punctuality, working productively with others, maintaining a professional work image and the impact of non-verbal communication)
  - Focus on preventative officiating (relational service)
  - Gain experience working in a professional environment (being punctual, adhering to dress code)
  - Submit regular availability and attend required meetings and trainings
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems
  - Develop the ability to solve problems in the moment
  - Deconstruct complex sport scenarios into fundamental rules and provide accurate, timely decisions
  - Assist with student, faculty, staff, employer and community member questions with a courteous and professional demeanor by utilizing knowledge of the department and the university
- ✓ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
  - Respectfully engage with multi-culture and diverse students, employers, and staff
  - Identify and provide feedback regarding barriers to participation
- ✓ **Teamwork/Collaboration Skills:** Build collaborative relationships with colleagues, staff, and patrons representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
  - Work collaboratively with others to provide effective game management
  - Solicit and provide feedback regarding game administration and sport rules
- ✓ **Leadership Skills:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
  - Engage and negotiate with students and staff
  - Manage and mitigate conflict situations
  - Participate in difficult conversations with peers, participants, and supervisors