

Campus Recreation – Intramural Sports Supervisor

Department: FAU Campus Recreation

Campus: Boca Raton

Position Title: Sport Programs Supervisor

Hours: Varies

Classification: Undergraduate or Graduate

Brief Description:

Intramural Sports Supervisors are responsible for direct supervision of the Intramural Sport Programs including facilities, equipment, officials and participants. This includes on-site management of activities at the Recreation & Fitness Center, Henderson Field, the Track & Field Complex (including Tennis and Beach Volleyball Courts), and the Recreational Tennis Courts.

Key Accountabilities:

Reports to Sport Programs Coordinator

- Oversee program participants and officials during assigned shifts in accordance with established sports policies and procedures
- Ensure safety of Intramural Sports participants, officials, facility, & equipment
- Assist with pre-game meetings and officials' clinics
- Perform pre- and post-game logistics and administrative functions including checking in teams
- Manage designated activity spaces and ensure games are completed in a timely manner
- Provide feedback to officials throughout the season
- Assist with inventory and maintenance of Intramural Sports equipment
- Complete documentation including shift reports, accident/incident reports, and employee accountability forms
- Respond to accidents and incidents in accordance with the Emergency Action Plan
- Educate participants on Campus Recreation policies and proactively address policy violations and unsportsmanlike conduct
- Attend all required meetings and trainings
- Continue to work as an Intramural Sports Official
- Be prepared to step in and officiate in the event of missing official
- Maintain efficient and legible form documentation
- Assist with marketing tables and overall promotion of Sport Programs and Campus Recreation
- Perform other duties as assigned

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
- Previous work experience as an Intramural Sports Official
- 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 & written form to people inside and outside of the organization
 - Exemplify effective verbal and written communication
 - Write and submit detailed reports of shift activities
 - Greet Campus Recreation visitors, Intramural Sports participants, and officials
 - Provide a friendly, inclusive, service-orientated environment for all IM participants and officials
 - Proactively communicate with Intramural Sport 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)
 - Prioritize tasks with a focus on relational service
 - Maintain high standards and achieve high expectations
 - Submit regular availability and attend required meetings trainings
 - Document employees for positive or negative performance as necessary
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems
 - Demonstrate the ability to solve problems in the moment
 - Proactively address participant concerns and risk management issues
 - 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
 - Maintain a positive relationship with staff and co-workers
 - Work collaboratively with others to ensure effective game management
 - Proactively work with peers to ensure proper shift coverage
- ✓ **Leadership Skills:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
 - Demonstrate commitment to student development and leadership
 - Participate in difficult conversations with peers, participants, and officials