



## Classification Description

---

**Job Title:** Intramural Supervisor

**Pay Grade:** Temp schedule

**Job Code:** 9096A (OPS TEMP) / 8100C (SA)

**FLSA Status:** Non-exempt

### **Job Purpose**

The Intramural Supervisor oversees and manages a safe and pleasant atmosphere for Intramural participants and for assisting the professional staff when needed. Attendance at mandatory supervisors meetings is required.

### **General Responsibilities**

#### **Essential Functions**

Arrives early and sets up the facility for Intramural Sports activities.

Picks up daily game sheets, keys, first aid kit, radios, and other necessary equipment for the day's/night's activities.

Brings first aid kit, walkie-talkies, paperwork, and equipment to events.

Ensures a safe environment for all participants by inspecting the playing area before the competition, and creating a safe environment for play.

Assists with setup and breakdown of facilities and events, including goals, equipment, tents, ice, and water, etc.

Assists in signing in intramural teams, verifying their eligibility and signing waivers, and checking the equipment.

Assigns the intramural officials to partners as well as field/court assignments, and report any staff issues.

Acts as an ambassador for FSW Campus Recreation and answer participant, spectator, and coach questions to the best of your ability.

Oversees intramural events including watching IM games, practices, etc., and attempts to anticipate problems.

## INTRAMURAL SUPERVISOR

Maintains an appropriate professional demeanor at all times.

Oversees the night's events and ensures participation takes place in a safe manner, never leaving any event unsupervised.

Provides training and support to the intramural staff.

Checks in with event managers on fields and ensures everything is running smoothly.

Diffuses any potential problems and manages conflict involving spectators, coaches, or players.

Completes any forms that are required during the day's/night's events.

Aids participants with injuries by providing first aid and CPR, and reports all injuries or problems to the intern and office staff.

Enacts Emergency Action Plan when necessary and enforce program policies and procedures.

Ensures completion of all post-activity duties, including field cleanup, equipment storage, and submission of all paperwork and keys at the conclusion of all activities.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

High School diploma or GED.

Positive attitude and desire to assist customers.

Ability to self-motivate with little or no supervision.

Effective verbal and written communication skills.

Capability to withstand possible continuous standing.

#### *Certification Requirement:*

Obtain American Heart Association CPR & First Aid Certification within 30 days of hire.

## INTRAMURAL SUPERVISOR

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

## INTRAMURAL SUPERVISOR

### **Work Conditions/Physical Demands/Special Conditions**

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking, running, and standing. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Fitness Center; recreational fields.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 25, 2016.