

Intramural Sports Supervisor Job Description



Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

Supervisor: Assistant Director, Competitive Sports

Supervisor Position Description

Supervisors are responsible for the overall supervision of their program areas which includes supervising specific programs, the facility, and/or entry level staff. This position requires critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with other CRS program areas. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in their particular program area.

Specific Responsibilities

- Attend all required meetings and trainings
- Serve on at least one officials training team
- Arrive at the office before the shift to pick up all necessary game equipment
- Make sure all equipment is accounted for and working properly
- Sign in staff as they arrive to the activity area
- Relay necessary messages from the office to the appropriate person(s)
- Be proactive and look for potential problems – address them before they escalate
- Evaluate officials on appearance, hustle, attitude, rule knowledge, mechanics, etc.
- Act as a customer service representative to all participants and spectators
- Assist the program assistant on all injuries
- Answer and rule on all protests
- Complete ejection reports for all disqualified participants
- Make sure activity area is torn down and all equipment is accounted for at the end of every shift
- Complete a daily report form after every shift, detailing the events of the night's activities and any areas of concern
- Double-check all completed forms for completeness and accuracy
- Return all equipment to the office