

# Sport Clubs

## 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

- Scheduling and holding regular, weekly meetings with club officers
- Educating club officers about the necessity of communication with the supervisors, staff and Organization, and most effective methods thereof.
- Familiarizing club officers with the Sport Clubs Organization Constitution, Handbook and Financial Policy
- Familiarizing club personnel with the locations, purposes and restrictions pertaining to various office materials
- Familiarizing club personnel with the numerous procedures required to carry out all club activities
- Approve club advertising, including flyers, websites, etc. and events, including tournaments, fundraising, etc. as needed
- Monitoring club travel itinerary rosters and checking filed liabilities
- Maintaining all club files (i.e. organization and correction of all filed and unfilled paperwork)
- Creating Organization memorandums as necessary
- Monitoring club statistics monthly
- Facilitating the continuous success of each club by indoctrinating new officers, semesterly or yearly, according to club specific constitution guidelines. This includes being present at ALL meetings where club officers will be elected
- Alerting club officers of potential consequences resulting from actions not sanctioned by Sport Clubs Organization policy

- Devising and suggesting creative solutions to the endless dilemmas encountered by the clubs and their members
- Scheduling and holding “emergency” meetings when clubs have special, immediate needs
- Posting daily and special Organization and club events, as well as, creating and maintaining all office signage (i.e. Bulletin boards)
- May be appointed to run the weekly Organization Friday meeting with prepared agendas
- May facilitate general interest meetings for inactive and first semester clubs
- May hold a voting position on the Sport Clubs Council