

**University of Southern Indiana**  
**Recreation, Fitness, and Wellness Department**

**TITLE: Intramural Recreational Sports Senior Supervisor**

**Job Description:**

Intramural Recreational Sports Senior Supervisors are responsible for the on-going and implementation of the Intramural Recreational Sports program.

**Specific Duties:**

1. Assist the Intramural Recreational Sports professional staff in carrying out their duties.
2. Assist in planning, organizing, scheduling, and evaluating league and play-off tournaments.
3. Organize and maintain event notebooks for each activity.
4. Attend all Supervisor meetings and assist with captain's meetings.
5. Update bulletin boards and website with scores, win/loss records, and sportsmanship ratings daily.
6. Assist in notifying participants of game schedules, cancellations, defaults, postponements, etc.
7. Assist with the scheduling of scorekeepers and officials for activities.
8. Each night, before play, assist with equipment, court/field preparation, and doing a safety inspection.
9. Nightly, during play, attend to all injuries and fill out Accident Report form if necessary. Also deal with any situation or altercation that may occur during games.
10. Nightly keep accurate records on the Daily Summary Report of participants, spectators, games played, forfeits, staff etc.
11. Serve as a resource by providing accurate and current information regarding outdoor equipment and programs offered by Outdoor Adventure.
12. After play each night oversee and help with the clean up of the facility and equipment used.
13. Prepare Summary Report at the end of the sport or event.
14. Promote participation in our activities through positive attitude and behavior.
15. Assist in promoting good public relations by being courteous, friendly, and informative.
16. Check e-mail daily.
17. Complete other duties as assigned.

**Time Commitment and Pay:**

Position requires a commitment of 1 night per week. Hours range from 7 pm – 11:30 pm. Working some evenings, weekends, and holidays are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

**Requirements:**

Candidates should possess strong communication skills, be team-oriented, and have experience and/or willingness to develop leadership, conflict resolution, decision-making, time management, and organizational skills. Candidates should also have willingness to learn about: planning campus events, photography, graphic design, public relations, volunteer/staff supervision, web site development, and computer programs such as Microsoft Excel, Microsoft Word, Adobe Photoshop, Adobe Illustrator, Microsoft Publisher, Microsoft PowerPoint, Quark Express, Microsoft Front Page. 2.5 semester and cumulative GPA.

**Who Should Apply:**

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

**Additional Information:**

Joe Gratz

Assistant Director of Intramural Recreational Sports

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