

SFSU CAMPUS RECREATION

NOW HIRING

Intramural Sports Supervisor

**APPLICATION DEADLINE:
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Qualtrics - Common Application:

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR
M/SV_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



PURPOSE

The main responsibility of the Intramural Supervisor is to provide on-site supervision of intramural games during the week. Provide supervision and staffing oversight of the intramural leagues for Campus Recreation programming under the supervision of the Intramural Student Manager(s) and a full-time staff professional.

DUTIES AND RESPONSIBILITIES

- Supervise intramural games according to the schedule, overseeing game staff and ensuring that all game elements run smoothly and help to de-escalate conflicts.
- Educate participants and staff on safe participation during intramural games, and enforce program policies and procedures.
- Assist with any injury or incidents while on duty, submit injury reports and report them to a full-time staff member.
- Submit Closing Reports at the end of each shift detailing the night's activities and any pertinent information to be followed up on by student managers and/or full-time staff.
- Attend staff meetings and staff trainings with intramural Staff.
- Assist in training intramural referees and scorekeepers on all current responsibilities and expectations specific to our department/campus.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Previous supervisor, referee, or scorekeeper experience.
- Strongly preferred: First Aid, CPR, & AED Certified
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.