



SFSU CAMPUS RECREATION

NOW HIRING

Student Manager for Sport Clubs

**APPLICATION DEADLINE:
OPEN UNTIL FILLED**

To Apply: Send cover letter and resume to
sprtclub@mail.sfsu.edu

Position is currently not required for any in person hrs. Will be virtual until further notice.



STUDENT MANAGER FOR SPORT CLUBS

10-15 HOURS/WEEK

PURPOSE

The main responsibility of the Student Manager for Sport Clubs is to help oversee the operations and management of the sport club program and registered SF State sport clubs under the supervision of a full-time staff professional. Oversight and knowledge of all sport club related activities and sport clubs program policies is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

DUTIES AND RESPONSIBILITIES

- Educate sport club officers, coaches, and participants of expected standards, codes of conducts, and enforce program policies and procedures.
- Enforce program policies outlined in the Sport Clubs Handbook and inform clubs of all requirements and deadlines.
- Responsible for collecting all sport club paperwork and assisting clubs through the chartering process.
- Coordinate and maintain the sport clubs practices and competitions schedules each semester.
- Oversee and facilitate the sport club travel process when required.
- Organize and conduct Sport Club Council (SCC) and trainings with students and/or staff.
- Train Facilities Staff on all current responsibilities and expectations specific to sport club related practices, competitions, and events.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of SF State Facilities for Campus Rec programming (eg, Intramurals, Sport Clubs, Fitness, Aquatics, Reservations, Kinesiology, Athletics).
- Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Previous leadership, coordination or management experience is required.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- 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.