

Job Title: Campus Recreation Internship- IM Student Lead

Work Schedule: Monday - Thursday 3p-10p with occasional weekends

Hours per week: 8-12

Individuals must be able to commit at least 10 hours per week.

Supervisor: Associate Director of Programming;

### **General Statement of Duties**

The IM Student Lead will be the lead student responsible for the comprehensive administration of the intramural sports program. This person will assist the full time and graduate assistant staff in all aspects of hiring, training, supervising, evaluating, and promoting staff for assigned sport(s). This person will be responsible for teaching classroom and field/court clinics to new and returning student officials.

### **Typical Responsibilities**

- Assist full time and graduate assistant staff with the hiring components
- Develop outline for training sessions under the direction of the full time and graduate assistant staff
- Lead student presenter during classroom clinic
- Direct official's supervisor staff during field/court clinic
- Assist weekly with official's supervisor meetings and feedback
- Hold 1v1 meetings with officials
- Assist with formal evaluations of officials from assigned sport
- Focus on evaluating all officials in assigned sport
- Average 8 hours per week (combination of office hours and field/court oversight hours)
- Expectation is that student would hold regular weekly office hours
- Assist full time and graduate assistant staff with interviews and promotions for new staff
- Assist with other components of assigned sport unrelated to staffing; i.e. IMLeagues, scheduling, purchasing, marketing, assessment, risk management, equipment and inventory, etc.
- Other duties as assigned

### **Experience and Abilities**

- Must have served as an intramural referee for at least 1 year.
- Must demonstrate a high level of understanding of sport(s) officiated or scored
- Must have demonstrated teaching style and skills in previous semesters of work
- Must be a currently enrolled student

### **Training**

- Complete Student Administrators training upon hiring
- Attend monthly Student Leader Training Monthly

### **Environmental Conditions**

- Will be required to stand for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of light items

### **Pay Scale**

**Pay range** – \$10.00-\$11.00

### **Learning Outcomes:**

1. Demonstrate mastery of various approaches and techniques to coach and develop student officials and scorekeepers. (Job specific skills)
2. Demonstrate mastery of problem-solving skills to effectively manage difficult situations. (Critical thinking/problem solving skills)
3. Show capacity to organize, prioritize, and delegate work, while also demonstrating the ability to clearly articulate thoughts in both written and oral form. (Communication skills and teamwork/social competency skills)