



## **Intramural Sport Supervisor** **Job Description**



Southwestern Intramural and Recreational Activities (SIRA) offers equal employment opportunities for all persons regardless of race, creed, color, national origin, sex, age, disability, or religious belief. SIRA will develop interview questions based on the information in this job description.

### **Definition and Purpose:**

Intramural Supervisors report to the Associate Director of Intramural & Recreational Activities and have the responsibility of overseeing and managing the daily operations of the intramural sports program. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

### **Specific Duties and Responsibilities:**

- Know the policies, procedures, and rules involving intramural team and individual sports
- Enforce eligibility requirements for intramural participants
- Be knowledgeable and prepared to follow emergency procedure to provide first aid and/or CPR
- Be knowledgeable and able to articulate SIRA policies.
- Act as a service person to participants without compromising duties to the program
- Be continually alert to potential problems and resolve these problems efficiently
- Follow the general SIRA policies and responsibilities as outlined to you in your staff training
- Assist with sport official's training, supervising of intramural events, weekly staff meetings, various special events
- Evaluation of intramural sports programs
- Prepare and maintain game-day equipment and associated paperwork
- Participate in SIRA staff orientation and safety training beginning two weeks before school starts
- Provide staff support to SIRA events including, but not limited to, Pirate Training, Mall Ball, Family Weekend, Homecoming and NIRSA conference week
- Perform other duties as assigned by SIRA professional staff members

### **Required Certifications:**

- American Red Cross Adult CPR, AED and Standard First Aid (taken through SIRA as part of safety training)

### **Required Qualifications**

- Current, full-time student status at Southwestern University
- Ability to work outdoors
- Be in good physical condition and be physically and mentally prepared to handle any and all emergency situations
- The ability to demonstrate and teach officiating skills in multiple sports
- The ability to effectively communicate and enforce SIRA intramural policies, regulations and procedures
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide customer service
- Awareness of, and appreciation for, individual uniqueness and diversity

### **Preferred Qualifications**

- Previous successful experience as a multiple sport SIRA official