



Sport Club Assistant **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:

SIRA Sports Club Assistant reports to the Associate Director Intramural & Recreational Activities and has the responsibility of assisting in the overall management of the Sport Club program. This position will interact with Sport Club officers and coaches and will provide assistance to these individuals within the guidelines of the Sport Club program. They will also provide clerical and reception support to ensure the efficient operation of the SIRA office. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

Specific Duties and Responsibilities:

- Assist SIRA participants, on the phone and in person, with all aspects of SIRA's programs
- Act as a SIRA representative with an extensive knowledge of all SIRA programs
- Educate participants about SIRA policies and consistently follow and enforce those policies
- Visit club practices to communicate with officers and observe that program policies are being followed.
- Report any hazards to the SIRA Associate Director and make suggestions for improvements.
- Assist club officers and coaches in preparing for and conducting club events (i.e. games, competitions, and tournaments).
- Provide administrative support to the Sport Clubs including compiling and updating club rosters and inventories, data entry and marketing.
- Provide program support by maintaining six to eight hours per week
- Provide staff support to SIRA events including, but not limited to, Pirate Training, Homecoming, SU Family Weekend, and NIRSA conference week
- Participate in SIRA staff training beginning the week before school starts
- Contribute to the development of SIRA programs, philosophies, and policies
- 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
- 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
- Must be reliable, self-motivated, and must work well with minimum supervision
- Excellent oral and written communication skills
- Computer knowledge and skills

Preferred Qualifications:

- Previous general office or clerical experience
- Previous customer service experience