



## **SIRA 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:**

The SIRA Sport Club Assistant reports to SIRA professional staff members and has the responsibility of providing support to ensure the efficient operation of the Sport Club program and the SIRA office. 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. Current sport clubs at Southwestern include: SU Cheerleaders, Fencing, SU Dancers, and Ultimate Frisbee. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

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

- Be knowledgeable and able to articulate SIRA policies. Act as a service person to participants without compromising duties to SIRA the Sport Club program.
- Assist with Sport Club record keeping including, but not limited to, club inventories, equipment checkout, and club rosters (both overall rosters and travel rosters).
- Visit club practices to communicate with officers and observe that program policies are being followed.
- Assist club officers/coaches in preparing for and conducting club events (i.e. games and tournaments).
- Provide clerical and administrative support to club officers in the office.
- Provide staff support to SIRA special events including, but not limited to, Pirate Training and SIRA Information Tables.
- Participate in SIRA staff training in August 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 and Standard First Aid (this training is offered by SIRA each August)

### **Required Qualifications:**

- Current, full-time student status at Southwestern University

### **Preferred Qualifications:**

- Previous general office or clerical experience
- Previous experience within the Sport Club program
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide high quality 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