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 coordinate and manage the SIRA professional staff with 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 and procedures 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 during staff training
• Assist with sport official's training, supervising of intramural events, weekly staff meetings, information tables, various special events (e.g. Pirate Training), and evaluation of intramural sports programs
• Prepare and maintain game-day equipment and associated paperwork
• Participate in SIRA staff orientation and safety training in August before school starts
• 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
• Ability to work outdoors and carry/set up sports equipment for a variety of events
• Be in good physical condition and be physically and mentally prepared to handle 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

Preferred Qualifications:
• Previous successful experience as a multiple sport SIRA official
• 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