



## **Student Coordinator of Intramural Sport Officials**

### **Job Description**

#### **Program Description:**

The purpose of the Intramural Sports program is to provide healthful exercise, promote leisure education, enrich social competence, and develop group loyalty.

Our Goal is “**A Sport for Everyone, and Everyone in A Sport!**” Competition is organized according to interest on campus in a variety of activities. These activities include individual sports, dual sports, and team sports for male, female and co-rec participants.

#### **Responsibilities:**

Responsibilities include working with the Assistant Director of Intramural & Club Sports and other Intramural Supervisors to plan, organize, and administer all aspects of intramural sports and leagues. Will need a strong understanding of sport rules, official's mechanics, intramural policies and procedures, as well as working knowledge of Google+ including Google Drive, Forms, Sheets and IM Leagues.

#### **Duties include:**

Coordinate with the Assistant Director the recruitment, selection, training, and scheduling of Intramural Officials & Scorekeepers and evaluate their work performance.

Provide specialized critiques and evaluations of officials throughout all UWW officiated sports.

Work in conjunction with each Sport Coordinator, in many capacities, including but not limited to helping rate officials for post season assignments and attending all disciplinary meetings.

Work in conjunction with the UWW Officials Association to ensure constant improvement in officiating.

Evaluate and delegate officials to attend state/regional/national extramural tournaments.

Address officiating concerns of participants in each sport.

Assist the operations of the Intramural Sports program, including promoting, supervising, and evaluating all intramural activities.

Act as a “Customer Service Representative” at all times and never responding “I Don't Know.”

Attend Staff Training during the final week of summer break and weekly staff meetings.

Convey important Handbook policies and specific sport rules to Intramural Captain's at the Captain's Meetings.

Incorporate and use D2L as a means of communication for Officials' Schedules, Officials' substitutes for shifts and posting of important announcements or documents.

Assist the Intramural Sports Student Marketing Coordinator to promote all aspects of the Intramural programs, including posters, flyers and announcements.

Act as a first responder to all injuries that arise at the game site.

Maintain current certifications in First Aid, CPR and AED.

#### **Supervision Received:**

General supervision is received from the Assistant Director of Intramural & Club Sports.

#### **Minimum Qualifications:**

Previous officiating and/or scorekeeping experience and/or coaching experience is required.

Must have served as an Intramural Supervisor.

A strong passion for sports is a plus.