

JOB TITLE:	INTRAMURALS SUPERVISOR
Department:	Recreation
Location:	Chlapaty Recreation & Wellness Center
Supervisor Name:	Jose Reinoso
Supervisor Phone Number:	563.589.845
Supervisor Email:	jreinoso@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Assist in training, supervising, and evaluating Intramural Sport Officials. • Complete supervisor reports, game summary sheets, sportsmanship reports, protest forms, accident reports, incident reports and scorecards. • Process disciplinary and injury reports immediately and put in league binder. • Coordinate the set up and take down of equipment. • Be visible at all times on the court or field and wear a staff shirt. • Work with Officials to insure pre and post-game responsibilities are completed. • Observe potential disciplinary and other problems, assess and react to situations appropriately. • Control the use of equipment and supplies. • Enforce all rules and regulations and stop all unsafe actions. • Report missing or damaged equipment promptly. • Return equipment bag(s) on time.
Classification	None
Purpose or Role within the Organization:	Create a fair and safe environment for athletic participants.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None