

University of Dubuque
Student Employment Opportunities

Athletics

JOB TITLE:	INTRAMURALS SUPERVISOR
Department:	Athletics
Location:	Stoltz Sports Center
Supervisor:	Vic Popp
Phone Number:	563-589-3845
Email:	vpopp@dbq.edu
Job Responsibilities:	<p>The Department of Recreational Sports is currently looking for qualified individuals to fill the Intramural Supervisor position. This position was created to benefit the program as well as provide leadership opportunities for student employees. The Intramural Supervisor position will require skills including, but not limited to:</p> <ul style="list-style-type: none"> • Strong customer service, leadership and interpersonal communication skills. • Ability to resolve conflict situations. • Directly supervise on-site assigned sports, personnel and activities. • Knowledge base of the entire Intramural Sports Program, rules for each individual sport, and the Intramural Handbook. • Basic computer knowledge (Microsoft Office products) • Preferred previous officiating experience within the Intramural Sports Program. • Report directly to the Intramural Senior Supervisor/Team Lead and will assist the Director and Coordinator with the administration of the Intramural Sports Program. <p><u>Job Requirements</u> All student employees are required to be trained in CPR, First Aid, and AED. For students that do not already possess these certifications, training will be provided by the department upon being hired. Other requirements related to the position include:</p> <ul style="list-style-type: none"> • Currently enrolled as a student at the University of Dubuque. • Work at scheduled times. • 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. • Assist in emergency procedures. • 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. • Act with the best interest of the Intramural Program and the Department of Recreational Sports at all times. • Behave in a professional manner when on duty or participating in the Intramural Program.
# of Positions:	10