Sport Clubs Supervisor Job Description

Campus Recreation and Wellness consists of four program areas: Facilities, Marketing and Special Events, Fitness and Wellness, and Competitive Sports. There are three types of Positions: Entry Level, Supervisor and Manager. Consideration for employment is based on the review of a resume, interview and may vary based upon position and program area.

Program Area: Competitive Sports
Supervisor: Assistant Director of Competitive Sports
Pay Rate: $10 starting pay rate

Supervisor Position Description:
Supervisors are responsible for the overall supervision of their program areas that include supervising specific programs, the facility, and/or entry-level staff. This position requires critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with other CRW program areas. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in their particular program area.

Supervisor Requirements:
- Must have been a member of a sport club for at least one semester.
  - Exceptions for this requirement are at the discretion of the Assistant Director of Competitive Sports
- Complete training of the office duties and responsibilities

Specific Responsibilities:
- Office Tasks
  - Assist with the development of all Sport Clubs policies and regulations.
  - Assist in keep and coordinate master calendar of all sport club calendar events and meeting times.
  - Accurately complete and organize all paperwork including, but not limited to:
    - Liability Waivers
    - Travel Paperwork
    - Sport Club budget submissions and financial transactions
  - Assist in promoting and recruiting sports club members.
- Communicate effectively with sport club officers and members.
- Complete a Semester Summary for each sport club at the end of each semester.
- Assist in all aspects of the administration and organization of sport club events and practices.
- Be knowledgeable and well versed in the duties of sport club officers and members.
  - Have a general knowledge and enforce all CRW regulations and policies.
  - Assist other CRW employees in carrying out CRW regulations and policies.
    - CPR Certified (Recommended)
- Be appropriately dressed and provide quality customer service at all times.
- Keep all supervised and immediate work areas clean and orderly. Maintain appearance and overall environment of all facilities by completing daily tasks.
- Be an active representative of the University of Baltimore at all times. Give feedback and suggestions with appropriate justification when necessary.
- Promote all functions and events sponsored by CRW and Student Affairs.
  - Communicate with CRW staff in different program areas involving the Recreation Center.
- Attend all meetings assigned by the Assistant Director of Competitive Sports.
- Perform other related duties as assigned by the Assistant Director of Competitive Sports.
• Communicate any problem, customer concerns or suggestions to the Assistant Director of Competitive Sports and the Associate Director of Facilities and Student Development.