Intramural Manager 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: $11 starting pay rate

Manager Position Description:
Management level employees are responsible for managing CRW programs and working with multiple program areas within the department. They supervise staff from all CRW program areas and assist in the hiring, training, and evaluation of all staff. Managers are highly involved in many programs and facility maintenance aspects of CRW. Managers are expected to collaborate with staff from all CRW program areas and several other departments on and off campus.

Manager Requirements:
- Must have served as an IM Supervisor for at least two semesters.
  - Exceptions for this requirement are at the discretion of the Assistant Director of Competitive Sports

Specific Responsibilities:
- Office Tasks
  - Assist with oversight of the coordination and scheduling of leagues and tournaments.
  - Monitor the use, storage, and distribution of IM inventory.
  - Ensure the eligibility of participants throughout the league season.
  - Assist with the organization of all paperwork and collection of program statistics.
  - Assist in recruiting, hiring, training, scheduling, supervising, and evaluating league Officials and IM Supervisors.
  - Develop and coordinate an officials training and evaluation program.
  - Help develop and implement the program risk management plans.
  - Assist with scheduling and coverage of facility staff shifts and follow up on issues addressed within daily reports and forms.
  - Assist the Assistant Director with agendas and materials for various staff meetings.
- Be knowledgeable and well versed in the duties of IM supervisors, officials and scorekeepers.
  - Have an in-depth knowledge of and enforce all CRW regulations and policies.
  - Assist other CRW employees in carrying out CRW regulations and policies.
  - Have an in-depth knowledge of the entire Intramural Sports Program, rules for each individual sport, the Intramural Handbook, and Supervisors Handbook.
  - CPR/AED Certified (Recommended)
- Communicate effectively with team captains, officials, and IM Supervisors.
- Be appropriately dressed and provide quality customer service to participants and spectators at all times.
- 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.