Intramural 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 served as a scorekeeper or official for at least one semester.
  - Exceptions for this requirement are at the discretion of the Assistant Director of Intramurals and Sport Clubs.
- Complete training of the intramural office duties and responsibilities.

Specific Responsibilities:
- Game/Event-Specific Tasks
  - Enforce all stated Recreation Center policies.
  - Supervise and assist game officials in the set-up and tear-down of the game site.
  - Assist with verifying the eligibility of participants and check-in procedures.
  - Prepare the activity site and visually inspect the playing area to ensure a safe environment prior to, during, and at the end of the activity.
  - Ensure participants are wearing appropriate equipment.
  - Act as a customer service representative for all participants and spectators.
  - Encourage good sportsmanship, and assist officials in awarding sportsmanship grades.
  - Have captains sign the score sheet immediately following games.

- Office Tasks
  - Assist in coordinating and scheduling leagues and tournaments.
  - Assist with the inventory of equipment.
  - Accurately complete and organize all paperwork.
  - Update standings and scores.
  - Assist in recruiting, hiring, training, scheduling, supervising, and evaluating Leagues officials.

- Communicate effectively with team captains and officials.
- Complete a Sport Report for each sport at the end of each league/tournament.
- Assist in all aspects of the administration and organization of leagues and tournaments.
- Be knowledgeable and well versed in the duties of officials and scorekeepers.
  - 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.
  o 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.