



Job Description - Sport Clubs Supervisor

Supervisor: Assistant Director-Sport Clubs/Graduate Assistant Sport Clubs

Preferred Rate: \$9.50/hour

Qualifications:

- Maintain a 2.5 Overall GPA per semester
- Maintain a minimum of 6 semester credit hours for undergraduate students and 6 semester credit hours for graduate students

Requirements:

- Must be American Red Cross CPR/AED and First Aid certified prior to first shift*
- Must complete Blood Borne Pathogens and Student Worker Safety training prior to first shift*
- Must be able to attend all Sport Clubs trainings and meetings
- Must be able to work nights, weekends and some holidays
- Must be able to lift a maximum of 50 lbs.

*Certifications can be maintained upon being hired.

Overall Responsibilities:

- Maintain equipment and facility space for participant safety which is our #1 priority
- Act as a first responder in emergency situations to make decisions regarding the overall safety and well-being of participants and spectators
- Enforce departmental and campus policies regarding hazardous weather conditions
- Daily on-site supervision of participants, facility space, and spectators
- Assist officers with the understanding and completion of club paperwork
- Process and manage club travel requests (request forms and enterprise reservations)
- Assist with the processing and filing of travel requests and related documents
- Ensure the accuracy and completion of all required shift paperwork
- Organize and inventory the Sport Clubs equipment shed and storage closets
- Promote the program to the diverse campus population
- Encourage and promote community service and fundraising opportunities for clubs
- Arrive to each shift well prepared with proper paperwork, equipment, and keys
- Be versatile by learning and being well versed in all aspects of the Sport Clubs Program
- Perform non-routine tasks as assigned by supervisor

Staff Trainings & Meetings

Staff trainings are held at the beginning of the fall semester and again in the spring, if necessary. Trainings are led by the Assistant Director of Sport Clubs/Graduate Assistant Sport Clubs. Staff meetings are held throughout the semester on a bi-weekly basis and led by the Assistant Director of Sport Clubs/Graduate Assistant Sport Clubs. The purpose of these meetings will be to review job responsibilities, upcoming events, emergency procedures, and to provide additional training/continuing education.

The meetings also offer staff the opportunity to ask questions, discuss any issues, provide suggestions, and sign up for upcoming event shifts. Staff are required to attend all meetings and will be compensated for their time. Missing or being late to a meeting will be treated the same way as missing a shift.

Performance Evaluations

The Assistant Director of Sport Clubs/Graduate Assistant Sport Clubs will evaluate the performance of each Sport Clubs Supervisor a minimum of once per semester. These evaluations will help staff improve their skills and knowledge as well as help determine merit raises.