

## **JOB DESCRIPTION – SPORTS AND YOUTH PROGRAMS SUPERVISOR**

### **Campus Recreation Profile**

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Gallogly Recreation and Wellness Center, which originally opened its doors in 2006, and then expanded in January 2016. Campus Recreation facilities and programs serve more than 1,000 students and faculty/staff daily, while employing over 100 students every year. Campus Recreation professional staff is committed to student development, diversity, and inclusivity, all while encouraging healthy lifestyles through comprehensive programs and services.

### **Job Responsibilities**

#### **Location Tasks:**

- Demonstrate comprehensive knowledge of Sports and Youth Programs policies and procedures.
- Supervise and perform evaluations of intramural sport officials.
- Provide information to program participants including policies, procedures, paperwork, registration, and activities.
- Management of all aspects of Sports and Youth Programs activities including emergency response and problem-solving activity issues.
- Coordinate facility preparation and clean up.
- Complete all necessary paperwork during and after each shift.
- Respond to conflict management and customer service situations.
- Communicate injuries, suggestions, and problems regarding activities to appropriate individuals.
- Keep an organized workplace and resource area.
- Attend all required department and program area staff orientations, training, in-services, and meetings.
- Other duties as assigned.

#### **Intramural Sports Specific:**

- Management of participants and teams:
  - Ensure completion of team rosters, waivers, scoresheets, and reporting of results/scores in FusionIM.
  - Facilitate directions and court/field assignments to officials, teams, and individuals.
  - Monitor and maintain crowd control.
- Communicate with Intramural Sports participants concerning forfeits, rescheduled games, playoffs, and other Intramural activities.
- Data entry and updating of intramural league and event participants in FusionIM including forfeit log and reschedule times.
- Complete and file appropriate intramural paperwork including but not limited to supervisor reports, records, scoresheets, incidents, and injury/accident forms.
- Keep records of Intramural Sports games.
- Create score sheets for Intramural Sports games.
- Assist with sports officials' training, clinics, and meetings.
- Prepare Sports and Youth Programs Supervisor backpacks to be taken to Intramural Sports games.
- Organize and maintain Intramural Sports supplies.

#### **Clubs Sports Specific:**

- Communicate with Club Sport participants, visiting teams, and spectators concerning home events, equipment, and other Club Sport activities.
- Process and manage Club Sport paperwork regarding home events (supervisor report, waiver and liability, incident, injury/accident forms, etc.).
- Facilitate directions and court/field assignments to officials, teams, and individuals.
- Monitor and maintain crowd control.

## **Required Qualifications**

- Currently enrolled in at least 6 credit hours at UCCS.
- Must commit to working a minimum of 6-15 hours/week, working games/events at a variety of times throughout the day and week (including weekend and evening hours).
- Campus Security Authority (CSA)
- First Aid and CPR certified or willing to get certified within 30 days of hiring

## **Preferred Qualifications**

- Demonstrating basic knowledge of Sports and Youth Programs offerings with ability to officiate or have officiating experience.
- Awareness of safety concerns and risk management.
- Ability to provide consistent and positive customer service.
- Demonstrate conflict management and problem-solving skills.
- Awareness of and appreciation for individual uniqueness and diversity.
- Attentive to details with the ability to multi-task.
- Excellent oral and written communication skills.
- Experience with Microsoft Outlook, Word, Excel, Access, PowerPoint, and Publisher.
- Commitment to student development and leadership.
- Ability to operate independently and collaboratively.

## **Compensation**

- The compensation for this position currently begins at \$15.50/hr.