

JOB DESCRIPTION: SPORTS AND YOUTH PROGRAM ASSISTANT

Campus Recreation and Competitive Sports 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 opened its doors in January 2016. Campus Recreation facilities and programs serve more than 500 students and faculty/staff daily, while employing approximately 100 students every year. Campus Recreation professional staff committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services.

Campus Recreation's mission supports the UCCS mission by providing students and the campus community with diverse programs, outstanding facilities and educational experiences that support the development of a healthy mind, body and spirit. We enhance the campus experience through programs and services that focus on student development, promotion of a healthy lifestyle and provide opportunities for social interaction.

The Intramural Sports Program provides students, faculty and staff members with fun and entertaining sports and activities on both recreational and competitive levels. Eligible participants can participate in individual, partner or team sports in a variety of offerings such as leagues, single day tournaments, and special events.

The Club Sports Program offer students with a passion for a particular sport the opportunity to learn more about the sport, develop additional skills while practicing or playing the sport, build character, and establish lasting friendships. These student-run organizations, all competitive by nature, emphasize leadership and education. Club Sports often travel and host games and events in collaboration with other colleges and universities.

Job Responsibilities

- Provide quality leadership and exceptional service to the Sports and Youth programs.
- Program Assistants will work closely with club officers and will assist in the training and management of intramural officials and Rec Kids Monitors
- Assists with the day-to-day operations of the Sports and Youth programs to include, but not limited to:
 - Intramural: League updates, input event results, assist with publicity distribution, keep captains and participants informed of changes, distribute information to individuals visiting the office and other duties as assigned.
 - Club: Review rosters, travel itinerary, travel roster, weekly reports, game and practice schedules, track finances and assist clubs with budgeting, complete and keep compliance paperwork organized and up to date, update Mountain Lion Connect Club Sports portal, input event results, assist with publicity distribution, keep officers and participants informed of changes and distribute information to individuals visiting the office and in club sport meetings.

JOB DESCRIPTION: SPORTS AND YOUTH PROGRAM ASSISTANT

- Rec Kids: Assist the Program Coordinator with the administration, management and supervision of a comprehensive RecKids program to include but not limited to, Kids Night Out, Birthday Parties and Summer Camp offerings serving children aged 5-12. Includes the planning, marketing and promotion, scheduling, execution, budget and evaluation of all programming.
-
- Assist with staff management to include, but not limited to:
 - Recruit, train, supervise, evaluate and schedule Intramural Officials and RecKid Mentors. Train and Schedule Sports and Youth Programs Supervisors. Train the Club Advisory Board members and officers on duties, expectations, policies and procedures as well as serve as a member of the Board.
 - Mentor Officials and Club Officers/Board Members leadership skills
- Assist in maintaining website
- Collaborate with the Coordinator of Facilities and Events regarding facility reservations.
- Collaborate with various on- and off-campus resources and constituents in offering diverse educational, yet fun based activities and sessions to children enrolled RecKids programs.
- Manage the registration process and logistics related to RecKids programs. Provide the highest level of customer service and communication to parents, student staff and children enrolled in programs.
- Enforce all Campus Recreation policies, Procedures, and regulations

Job Responsibilities Cont.

- First Responder to any injuries or medical situations in accordance with the emergency action plan.
- Maintain consistent office hours.
- Encourage participation in Intramural and Club Sports.
- Assist with running Captains Meetings, Official's Clinics/ Trainings, Club Sport Association meetings and collaborate with the Advisory Board President on all planning and execution of CSA meetings
- Enforce university, department, and Intramural and Club program policies and procedures with all participants, coaches and officers.
- Serve as the liaison between Intramural and Club student staff and professional staff in the Campus Recreation Department
- Scope and implement projects to ensure growth and success of both the intramural and club sport programs.
- Weekly office hours to schedule meetings with club officers and provide answers to all questions regarding intramural and club sports.
- Serve as Competitive Sport Supervisor as needed.

JOB DESCRIPTION: SPORTS AND YOUTH PROGRAM ASSISTANT

- Other duties as assigned

Required Qualifications

- Student currently enrolled full-time at UCCS
- Must commit to working 8-25 hours per week
- Working knowledge and experience with application of the rules to all major sports
- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel
- Experience with Google docs, sheets, forms, etc.

Preferred Qualifications

- Previous paid experience as Campus Recreation employee
- American Red Cross First Aid / CPR / AED certifications
- Previous paid officiating experience
- Strong organizational skills and ability to focus for long periods of time
- Proven ability to work with multiple organization to achieve a common goal

Compensation

This position should be at current student assistant level III
\$13.14/hour.