

## **Campus Recreation – Sport Programs Supervisor**

**Department:** FAU Campus Recreation

**Campus:** Boca Raton

**Position Title:** Sport Programs Supervisor

**Hours:** Varies

**Classification:** Undergraduate or Graduate

### **Brief Description:**

Sport Programs Supervisors are responsible for direct supervision of the Intramural Sport Programs including facilities, equipment, officials and participants. Additionally, this role will provide event management for Sport Clubs events and games. This includes on-site management of activities at the Recreation & Fitness Center, Henderson Field Complex, the Turf Fields, and the Outdoor Tennis Courts.

### **Key Accountabilities:**

Reports to Sport Programs Coordinator

- Oversee program participants and officials during assigned shifts in accordance with established sports policy and procedures
- Ensure safety of Intramural Sports participants, officials, facility, & equipment
- Assist with the enforcement of Campus Recreation policies and procedures in an unbiased and professional manner
- Assist with pre-game meetings and officials clinics
- Perform pre and post-game logistics and administrative functions
- Direct teams and officials to the proper field/court for scheduled games
- Provide feedback to officials throughout the season
- Assist with inventory and maintenance of Intramural Sports equipment
- Officiate at least once per week
- Be prepared to step in and official in the event of missing official
- Maintain efficient and legible form documentation
- Assist with marketing tables and overall promotion of Sport Programs and Campus Recreation
- Provide event management for Sport Clubs events and games
- Perform other duties as assigned

### **Requirements:**

- Current FAU student and be enrolled in at least 6 credits per semester
- Currently have a GPA of 2.5 or greater
- Authorized to work in the United States
- Previous work experience as an Intramural Sports official
- First Aid/CPR certified (or capable of obtaining shortly after appointment)
- Attend and contribute at all mandatory staff meetings & officials' clinics

### **What You Will Do and Learn:**

- ✓ **Communication Skills:** Articulate thoughts and ideas clearly and effectively in oral & written form to persons inside and outside of the organization
  - Exemplify effective verbal and written communication

- Write and submit detailed reports of shift activities
- Greet Campus Recreation visitors, Intramural Sports participants, and officials
- Provide a friendly, inclusive, service-orientated environment for all IM participants and officials
- Proactively communicate with Sport Programs staff regarding availability and meeting attendance
- ✓ **Work Ethic & Professionalism:** Demonstrate personal accountability and effective work habits (i.e. punctuality, working productively with others, maintaining a professional work image and the impact of non-verbal communication)
  - Prioritize tasks with a focus on relational service
  - Maintain high standards and achieve high expectations
  - Submit regular availability and attend required meetings trainings
  - Document employees for positive or negative performance as necessary
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems
  - Demonstrate the ability to solve problems in the moment
  - Proactively address participant concerns and risk management issues
  - Assist with student, faculty, staff, employer and community member questions with a courteous and professional demeanor by utilizing knowledge of the department and the university
- ✓ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
  - Respectful engagement with multi-culture and diverse students, employers, and staff
  - Identify and provide feedback regarding barriers to participation
- ✓ **Teamwork/Collaboration Skills:** Build collaborative relationships with colleagues, staff, and patrons representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
  - Maintain a positive relationship with staff and co-workers
  - Work collaboratively with others to ensure effective game management
  - Proactively work with peers to ensure proper shift coverage
- ✓ **Leadership Skills:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
  - Demonstrate commitment to student development and leadership
  - Participate in difficult conversations with peers, participants, and officials