

## **Intramural Coordinator**

**8 months**

**80 hours/month**

**\$9.50 hour**

**The intramural coordinator shall:**

- a. Schedule the year's intramural offerings, start dates, and playoff dates, and design a brochure to be given at the beginning of each semester that highlights these offerings,
- b. Work closely with tournament coordinator to schedule two extra weekend tournaments per semester;
- c. Advertise each semester's sport offerings, maintain the IM web page and sign-up procedures, communicating regularly with team captains as to the status of the competitions start date, playing schedule, and captain's meetings;
- d. Oversee competition by being present in the facility for each event;
- e. Insure all participants have signed proper liability forms;
- f. Hire, train and schedule student referees, scorekeepers, and umpires for each sport, and make sure referees are present and have necessary equipment for each game;
- g. Work closely with the facility coordinator from athletics to reserve athletic facilities;
- h. Attend all weekly Assembly meetings to update senators and representatives on the IM program's current offerings, number of participants involved, sign-up procedures, rules and play-off structure, and to gather input of sports that students would like to see the IM program offer;
- i. Keep careful accounting of the budget from ASWU for equipment, awards and referee salaries;
- j. On HUB Bulletin boards, dorm newsletters, and campus media, keep current tallies of win-loss records and playoff brackets, and post them weekly.
- k. Arrange for championship team prizes (T-shirts) and keep a supply of these stocked;
- l. Formally address all inappropriate behavior of individuals or teams during intramural competition that is not in keeping with the behavioral expectations of the university.
- m. Set at least three convenient office hours per week within his/her office;
- n. Sign up for the GE 330 leadership class each semester;
- o. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- p. Serve on at least one committee approved by ASWU.
- q. Be an undergraduate enrolled in at least 12 semester units.

**The intramural coordinator shall possess the following qualities:**

- a. Extremely good organizational skills including: program development, promotion, implementation, evaluation, and record keeping.
- b. Ability to work on their own without direct supervision.
- c. A good knowledge of a variety of recreational/athletic programs and the playing rules for each sport, and how to set up and conduct tournaments and team play.
- d. Experience with promoting events (through media, e-mail, flyers, posters, etc.).
- e. Knowledge of confrontational and negotiating skills and the ability to use these skills without hesitation when having to confront one's peers.