



## **CLUB SPORTS SUPERVISOR**

Club Sports is a division of the Department of Intercollegiate Athletics and Physical Education that provides a variety of vigorous, fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, staff, and alumni participate in these activities.

The Club Sports Supervisor provides direct supervision of Club Sport events that take place in the Dodge Fitness Center or at Baker Athletic Complex. Supervisors are asked to help enforce department and facility policies, ensure that the playing environment is safe and secure, respond to injuries and emergencies, and assist with minor event set-up and break-down.

### **RESPONSIBILITIES:**

1. Arrive on time. Dress in appropriate attire (uniform)
2. Gain access to club sports facilities, (report to work at least 30 minutes prior to the start of the first scheduled contest) supervise the set up and tear down of fields/courts
3. Liaison with visiting club captains, coaches/instructors and athletic trainers.
4. Minimize and eliminate hazardous situations.
5. Maintain the safety and welfare of all participants, employees and spectators.
6. Enforce all policies, rules and regulations in a professional manner.
7. Recognize and respond effectively to emergencies.
8. Complete accident reports immediately following injury.
9. Complete appropriate records, reports, and timesheets.
10. Have a working knowledge of the sport you are supervising.
11. Continue to uphold and maintain a positive image of the Club Sports Program.
12. Conduct yourself in a professional manner at all times.
13. Notify the Director or Graduate Assistant immediately of any issues concerning club sports.
14. Complete other duties as assigned by the Director or Graduate Assistant.

### **QUALIFICATIONS:**

1. Available to work days, nights and weekends.
2. Excellent customer service skills.
3. Excellent communication and organization skills.
4. Must be task-oriented and have great attention to detail.
5. Extremely dependable and committed to their work.
6. Willingness to learn and implement all rules and policies for Club Sports.
7. Knowledge and experience in conflict resolution.
8. First Aid & CPR certified, training will be provided.
9. Must be 19 years of age or older.
10. Must have a positive attitude.