Intramural Sports Official- Position Description

OFFICIALS ARE HIRED AT BEGINNING OF FALL SEMESTER. FOR MORE INFORMATION CONTACT:
JUSTIN ZGOMBIC – JUSTIN.ZGOMBIC@UTSAEDU | 210-458-5838

Responsibilities

- Officiate and/or score keep designated sports (average of 2 nights a week or 5-10 games);
- Assist the Intramural Sports Supervisor with the day-to-day operations of the Recreational Field Complex;
- Ensure that the Recreational Field Complex is clean during all operational hours;
- Clearly articulate, enforce, and educate patrons on all Campus Recreation/Intramural Sports/Rec Field Complex rules, policies, and procedures;
- Prepare the playing areas for intramural sports and special events;
- Assist the Intramural Supervisor with checking in teams and verifying eligibility;
- Assist the Intramural Sports Supervisor in the management of equipment check-out for the Recreational Field Complex
- Work with others to execute risk reduction measures and provide care in emergency situations;
- Provide customer service and respectfully manage disagreements;
- Perform other duties as assigned.

Expectations

- Consistently model positive and professional behavior, including on-line communities;
- Actively participate in collaborative work and development;
- Demonstrate strong initiative;
- Act an ambassador for Campus Recreation both at work and away;
- Maintain regular and frequent communication with the Program Coordinator & Assistant Director.

Personal/Paraprofessional Development & Departmental Responsibilities

- Attend all meetings and trainings on time, including August staff development, January staff development, etc. Upcoming dates are:
  - Spring Campus RecU and Area Training:
    - Thursday, January 5, 2017- Friday, January 6, 2017. Hosted 8am-5pm each day
- Balance time commitments, recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA or 2.00
- Must pass State of Texas criminal background check
- First Aid, Adult CPR and AED certifications obtained within expected time-frame
- Attend officiating clinic and pass written and skills test
- The ability to make professional decisions for every day and emergency situations

Working Conditions

- Maximum hours allowed per week are 15 (average 8-12)
- Work will take place at the Main Campus at the Reaction Wellness Center and Recreational Field Complex
- Work shifts include afternoon, evening and some weekend hours

Pay Rate

- Starting pay: $10.00/hour