Intramural Sports Official- Position Description

OFFICIALS ARE HIRED AT BEGINNING OF FALL SEMESTER. FOR MORE INFORMATION CONTACT:
CY FONDAL – Cy.Fondal@utsa.edu | 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 10, 2019-Friday, January 11, 2019. 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