Intramural Official - Position Description

POSITION INFORMATION
Fall, winter, and spring employee positions
Non-federal work study and federal work study positions
Starting $9.25 per hour; average of 5-20 hours per week

REQUIRED QUALIFICATIONS
Current WOU student who meets the student employment criteria/hiring process
Available to work Sunday – Thursday evenings/nights
Reliable, self-motivated, positive attitude

PREFERRED QUALIFICATIONS
Demonstrate a basic knowledge of IM Program offering with the ability to officiate or have officiating experience
Basic knowledge of sport offerings and rules
Ability to provide positive and consistent customer service
Demonstrate conflict management and problem solving skills
Awareness of safety concerns and risk management
Awareness of and appreciation for individual uniqueness and diversity
Excellent oral and written communication skills
Commitment to student development and leadership

DUTIES AND RESPONSIBILITIES
Demonstrate comprehensive knowledge of sport rules and Intramural Sports policies and procedures
Respond to and manage conflict situations
Manage participants and teams with assistance from IM supervisors
Communicate rules, policies and procedures, and general program information to IM participants
Assist in the preparation and clean-up of game facilities
Communicate injuries, suggestions, and concerns regarding activities to appropriate individuals
Attend all clinics, training sessions, meetings, etc for desired sport
Maintain positive interactions with co-workers, participants, spectators, etc

PHYSICAL DEMANDS
Must be able to sit, stand, walk, and/or run for extended periods of time
Ability to work in various/inclement weather conditions

WORKING ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS, DURATION OF JOBS, AND BREAK WEEKS
This is a temporary student work position. The position is subject to renewal at the beginning of each term.
Intramural sports do not typically take place during designated official university holidays and break weeks. Students most likely will not be expected to work during these times. This may vary based on scheduled meetings, clinics, trainings, etc.
In the case of inclement weather and classes are cancelled, intramural activities will be cancelled as well.
Students may not work more than 20 hours per week. If you work at more than one location on campus, the total hours cannot exceed 20 hours.