



RECREATION

Campus Rec Intramural Coordinator

Campus Recreation is a fun, fast-paced, and dynamic work environment that offers multiple employment opportunities for students with a variety of interests and experiences. Student Coordinators are the highest level student leadership positions in Campus Recreation who are integral in the development, administration, and operation of multiple areas within the recreation program. The coordinator position provides students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience for the **2019-2020 academic year**.

Qualifications

- Currently enrolled as a student in good standing and authorized for employment at Hamline University.
- Possess a strong understanding of intramural sports, managing leagues and tournaments, and/or background in sports officiating.
- Excellent interpersonal, verbal and written communication skills.
- Ability to organize multiple tasks simultaneously and demonstrate initiative.
- Capable of managing student employees within intramurals in a supervisory role.
- Ability to effectively resolve conflict situations and use sound judgment when making decisions.
- Flexible schedule to work within the needs of the program, particularly in the evenings when most intramural activities take place. Work schedule will be approximately 10 hours per week.
- Must be available for all required meetings, training sessions and events.
- *Preference will be given to students that do not hold other leadership positions at Hamline, knowledge of recreation and sports, and/or interest in pursuing a career in sport management, exercise science, or related field.*

Job Responsibilities

- The Intramural Coordinator will take a lead the planning and execution of all intramural leagues and tournaments while ensuring that programs are designed for a variety of interests, are inclusive, and appeal to a wide range of students, faculty, and staff.
- Develop a working knowledge of and consistently apply all program policies, rules, and procedures.
- Assist in the hiring, training, supervision, scheduling, and evaluation of an intramural staff that consists of intramural supervisors and officials.
- Assist in managing IMLeagues website, registration, event schedules, team captain quizzes, staff meetings, and serve the liaison between intramural participants and staff.
- Regularly attend intramural and other recreational events, as needed or assigned.
- Maintain regular weekly office hours (5-10 hours per week).
- Support marketing efforts of intramural sports and other recreational programming.
- Represent Campus Recreation at information sessions for prospective or new students (ex. Piper Preview)

Compensation

- Minimum \$11.00/per hour.
- Paid trainings throughout the year.