

SECTION 3: PROGRAM ASSISTANTS (PA's)

Job Description

Intramural program assistants aid in all aspects of the intramural sports program. They oversee intramural supervisors and officials and are the direct contact with intramural teams and participants.

Job Duties

- Enforce Office of Recreational Services policies and procedures
- Assist in enforcing Freeman Center policies
- Assist with intramural registration and manage forfeit fees
- Create team schedules and update regularly
- Market Sports and Events Offered
- Train Intramural Officials
- Schedule Intramural Officials
- Conduct Captains Meetings
- Conduct Officials Meetings
- Communicate with student staff and program participants
- Evaluate team sports and submit end of season reports to Director
- Manage the Rec. Services Website and Intramural Event Board
- Manage and Maintain Sports Equipment
- Assist with Rec. Services Special Events (i.e. tournaments)
- Other duties as assigned

Requirements

Program Assistants will be employees who have demonstrated excellent rule knowledge, consistent work performance and punctuality, have the ability to actively lead and teach their peers and want to be involved in the administrative and practical aspects of the program.

Students are expected to have learned the skills necessary to effectively lead and train intramural officials during both clinic 1 and 2 of the training sessions for all sports. Student must have skills necessary to effectively manage individual, dual and major sport leagues and/or tournaments from an administrative standpoint. Additionally, must demonstrate leadership skills and capability to manage other students in an effective manner on and off site.

1. When a position opens, students will be required to submit an interest form for the position(s) desired.
2. Students will then be notified if they've been selected for an interview after the application period closes.
3. If hired, PA's are REQUIRED to obtain or renew CPR/AED and First Aid certification. The Freeman Center offers these classes, contact the Director of Recreational Services for further details.

Uniforms and Proper Attire – See “Section 4,” for further details.

Polo Shirt/Jackets- PA's may sometimes have to supervise, which requires them to wear a supervisor polo or jacket when on-site.

Nametags- Program Assistants must wear their nametags during all shifts on-site.

Shorts/Pants- While on-site PA's may wear denim or khaki, jeans, capris, or shorts (length appropriate). PA's may not wear mesh athletic shorts or pants when supervising.

Shoes- Only athletic shoes may be worn on-site.