

## **SECTION 2: SUPERVISORS**

### **Job Description**

Supervisors are responsible for managing events sponsored by the Office of Recreational Services and to oversee intramural teams. In addition, supervisors provide leadership and guidance to the intramural officials.

### **Job Duties**

- Enforce Office of Recreational Services policies and procedures
- Assist in enforcing Freeman Center policies
- Oversee set-up and break down of intramural equipment
- Perform inventory checks at the conclusion of events
- Evaluate Officials (mid-season, end of season)
- Check-in and supervise intramural teams
- Report disciplinary issues to Director
- Facility checks (Field house, James River, James River Turf Field)
- Treatment of injuries and replenishing First Aid Kits
- Crowd Control
- Officiate games (when necessary)
- Assist with Rec. Services Special Events (i.e. tournaments)
- Other duties as assigned

### **Requirements**

Only currently-enrolled CNU students may be eligible. Students must have gained a well-rounded knowledge of Recreational Services policies and procedures; as well as, have a high level of intramural officiating experience preferably in a major team sport including: flag football (7v7), basketball or soccer. Students are encouraged to referee a range of sports to further their knowledge of the intramural sports program. Students must have demonstrated excellent standards of conduct, leadership and work performance from both a qualitative and quantitative level.

1. When a position opens, students will be required to submit an interest form for the desired position(s).
2. Students will then be notified if they've been selected for an interview after the application period closes.
3. If hired, supervisors are REQUIRED to obtain certification in First Aid, CPR/AED training. 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!**

**Officiating** - Supervisors should always bring an officials jersey and athletic shorts, in the event they have to step in to officiate.

**Polo Shirt/Jackets**- Supervisors will be required to wear supervisor polo shirts and/or a supervisor jacket to work.

**Nametags**- Supervisors must wear their nametags during all shifts.

**Shorts/Pants**-Supervisors may wear denim or khaki pants, capris, or shorts (length appropriate). Supervisors may not wear mesh athletic shorts or pants when supervising.