



**EASTERN MICHIGAN UNIVERSITY
STUDENT RECREATION
INTRAMURAL DEPARTMENT**

INTRAMURAL SPORTS OFFICIAL

PAYRATE: \$9.65/hour

BASIC FUNCTION

The Intramural Sports Official is responsible for officiating intramural sports contests. Officials should be unbiased and ensure player safety. Officials must be knowledgeable about the sport(s) they are responsible for officiating.

REQUIREMENTS

Communication

- Properly relay policy/procedures to participants in a respectful manner
- Interact positively with supervisors and coworkers
- Seek out answers to questions and communicate prior to any problems
- Take direction/criticism well and deliver direction/criticism effectively

Attitude

- Must work well with others
- Have a positive demeanor and treat all people as individuals

Customer Service

- Maintain professional appearance
- Represent EMU positively
- Seek out positive, intentional interactions with the participants and coworkers
- Provide participants with information, promptly and accurately
- SMILE

Performs Job Tasks

- Clearly understand job expectations
- Handle emergencies/crisis calmly and efficiently
- Be able to understand and perform all policies and procedures

DUTIES

- Meet Eastern Michigan University requirements for student employment on campus
- Learn, comprehend, and practice all policies and regulations of the REC/IM
- Remain informed of new issues and concerns by reading information in direct emails sent to your *my.emich* and *WhenToWork* accounts daily
- Attend all posted mandatory training and staff meetings
- Honor contracted schedule of hours by adhering to all attendance policies, as stated in the REC/IM Student Employee Handbook. It is the responsibility of the individual to find a substitute to cover a shift that he/she/they cannot work
- Responsible for information in the Student Employee Handbook
- Assist the intramural supervisor and/or professional staff with special projects and assignments as needed
- Officiate IM league games, tournaments and events

- Report to work an hour prior to the game to receive special instructions
- Be knowledgeable of all the Intramural Sports officiating rules and playing guidelines
- Make fair, unbiased and consistent calls
- Inform scorekeepers of points scored and fouls incurred throughout the game
- Always arrive with appropriate attire and equipment - uniform, whistle, shoes, flags, etc.
- Locate team captains and conduct pre-game meeting to highlight important rules, regulations, modifications, and answer any questions that may arise
- Enforce all stated Rec/IM policies
- Responsible for set-up and tear-down of the game site (helping supervisors)
- Assist with verifying the eligibility of participants and check-in procedures
- Prepare the activity site and visually inspect the playing area to ensure a safe environment prior to, during, and at the end of the activity
- Ensure participants are wearing appropriate equipment
- Act as a customer service representative for all participants and spectators
- Encourage good sportsmanship and treat participants with respect
- Perform other related duties as assigned by the Intramural Sports GA
- Communicate any problem, customer concerns or suggestions to the Intramural Sports GA and IM Supervisors
- Agree to stay off personal cell phones and other electronics while on duty

SUPERVISION RECEIVED

Supervision is received from the Graduate Assistant of Competitive Sports and the Intramural Supervisor(s).

QUALIFICATIONS

Ability to communicate accurate information to patrons and excellent interpersonal skills are preferred. Along with communication skills, ability to demonstrate assertiveness while on the job, and the ability to perform calmly and effectively in stressful situations. A friendly demeanor is a must! Background knowledge in officiating sports is required.