



**EASTERN MICHIGAN UNIVERSITY  
STUDENT RECREATION  
INTRAMURAL DEPARTMENT**

**INTRAMURAL SPORTS SUPERVISOR**

**PAYRATE:** \$10.40/hour

**BASIC FUNCTION**

The Intramural Sports Supervisor is responsible for supervising intramural sports contests and the intramural program. Acting as a liaison between Intramurals and participants, a supervisor strives to provide an environment of fun, physical fitness, and cooperation. At the same time, a supervisor implements the IM policies in order to maintain a level of control, fairness, and safety. Supervisors also set an example for less experienced officials and play an important role in the training of newer officials.

**REQUIREMENTS**

**Communication**

- Properly relay policy/procedures to participants and officials in a respectful manner
- Interact positively with participants, officials, professional staff and fellow supervisors
- 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 and officials 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 professional staff with special projects and assignments as needed
- Officiate IM league games, tournaments and events as needed

- Report to work 30 minutes prior to the game to receive special instructions
- Leave last when contests are complete
- Be knowledgeable of all the Intramural Sports officiating rules and playing guidelines
- Make fair, unbiased and consistent calls
- Always arrive with appropriate attire and equipment - uniform, whistle, shoes, flags, etc.
- Enforce all stated Rec/IM policies
- Responsible for set-up and tear-down of the game site
- 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
- Make sure equipment gets out and put back away safely and securely
- Assign field/games to officials
- Able to help, train and work with officials
- 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
- Evaluate officials, problems and policies
- 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.

### **QUALIFICATIONS**

- Ability to communicate accurate information to participants and officials is required
- excellent interpersonal skills are preferred
- Ability to demonstrate assertiveness while on the job
- Ability to perform calmly and effectively in stressful situations
- A friendly demeanor is a must!
- Background knowledge in officiating sports is required
- Ability to lead and set a good example is required
- Adult CPR, AED, and Standard First Aid certifications are required