Intramural Field House Worker Job Description

Department: Play Emory
Pay method: Hourly (starting rate $7.25)
Term: Hired by semester

Job Summary

Intramural Field House Workers are responsible for the upkeep of the Intramural Field House as well as equipment rentals for sports taking place at Kaminsky Park. Those selected for these positions must possess strong verbal communication skills and the ability to work with multiple individuals in a customer service friendly environment. Field House positions are available throughout the fall semester as well as after spring break during the spring semester.

Position Requirements:

1. Must be a current Emory University student
2. No experience necessary

Specific Responsibilities

1. Be on time the intramural games. This is 15-30 minutes prior to game time depending on the sport
2. Provide a customer service friendly atmosphere
3. Assist the supervisor in preparing the playing area
4. Check out equipment properly by following all Intramural Sports policies. IDs are always required for items to be checked out
5. Fill out Lost Equipment Forms and inform participants of fees when equipment is not returned
6. Maintain a clean environment. Sweep and take out the trash daily
7. Keep the walky-talky on and at your side in case of an emergency on the field
8. Contact EMS and follow proper emergency procedures when necessary

Additional Information

1. Approximately 90 percent of Intramural Sports hours of operation are outside the traditional workday. Intramural officials are expected to work a minimum of two two-hour shifts per week.
2. Field House Workers are responsible for clocking in and out each shift and keeping up with their own hours.