Intramural Supervisor Job Description

Department: Play Emory
Pay method: Hourly (starting rate $8.50)
Term: Hired by semester

Job Summary:
In addition to their role as an Intramural Official, Intramural Supervisors will be responsible for the overall supervision of their assigned game location when the Intramural Coordinator is not present. This includes supervising the game, the facility, and intramural student staff. This position requires leadership, critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with the game officials and participants. Supervisors are expected to maintain an awareness of potential problems while creating a competitive yet sociable atmosphere.

Position Requirements
1. Must be a current Emory University student
2. Must obtain CPR/AED certification during employment
3. Previous intramural or campus recreation experience required

Basic Responsibilities
1. Provide leadership and supervision to intramural officials
2. Responsible for the set up and break down of all intramural activities
3. Assist Intramural Coordinator with the day-to-day operations of intramurals
4. Sign in participants before and during intramural contests ensuring proper identification is provided
5. Know and enforce rules and regulations according to the Intramural Sports employee manual, participant handbook, and sport rule books
6. Attend and lead all staff and sport-specific trainings
7. Strong verbal communications skills
8. Display professionalism at all times
9. Other duties as assigned by the Intramural Coordinator

Primary Responsibilities
1. There will be a minimum of one supervisor at every intramural event at all times. He/she will supervise events under little or no supervision from above. Their responsibilities include, but are not limited to, opening and closing the facility (intramural fields, basketball arena, etc.), making sure equipment is available and set up correctly by officials, and solving problems that may arise.
2. Each night, the supervisor will fill out the Supervisor Daily Report and will complete any accident/incident reports, protest forms, and ejected player forms. These forms will be placed in the clipboard each night and returned to the Intramural Coordinator.
3. Supervisors have total jurisdiction over officials, scorekeepers, fieldhouse workers, and the game. Supervisors need to be able to resolve any conflicts and document every incident including injuries, ejected player forms, and all other problems/issues that may arise.
4. Supervisors are expected to be the first employees on sight and the last ones to leave. Duties include, but are not limited to: opening and closing the fieldhouse, leading arena set up and take down, making sure the
fields/courts are clean, getting games started on schedule, making sure all IM staff clocks in and out properly, ensuring prohibited attire is not worn by participants (i.e. jewelry, hats, street clothes, etc.) and correct attire is worn by IM Staff (i.e. official’s stripes, black/dark shorts/pants), evaluating officials and providing oral and written feedback, ensuring all IM Staff are acting professional at all times, and collect any IDs left at the intramural field and turn in corresponding lost equipment forms.

5. Supervisors will also be asked to lead and assist sport-specific officials’ trainings and captains meetings.

6. When officials do not arrive to work, it is up to the supervisor to find their replacement. In some instances, the supervisor will have to officiate.

Additional Information

1. Approximately 90 percent of Intramural Sports hours of operation are outside of the traditional workday. Intramural Supervisors are expected to work a minimum of two two-hour shifts per week.

2. Bi-weekly supervisor meetings are also held, which all supervisors are expected to attend.

3. Supervisors are responsible for clocking in and out each shift and keeping up with their own hours.