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Developed by:.....JH
Reviewed by:...SG; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Intramural Sports
DIVISION: Division of Student Affairs
REPORTS TO: Director, Campus Recreation
GRADE: 10
SUPERVISES: Graduate interns and student employees

BASIC FUNCTION:

Create a diverse and inclusive comprehensive Intramural Sports programs and contribute to the development of recreational opportunities that serve the University of Rhode Island community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directly implement and supervise the daily logistical operations and provide a vision and direction for a student focused Intramural Sports program at the University of Rhode Island. Develop programs, policies, and procedures associated with a comprehensive Intramural Sports program including day-to-day administrative oversight. Create a safe, enjoyable, and inclusive environment for all participants.

Develop, manage, and supervise part-time student employees to include: recruiting, hiring, training, scheduling, and evaluating part-time student staff with an emphasis on student staff leadership and development. Provide intramural officials with technical training and professional support. Conduct captains' meetings, schedule games, and monitor play. Formulate and revise training materials and operational manuals. Oversee disciplinary actions involving intramural sports. Develop an agenda on assessments to include student program learning outcomes. Administer appropriate training in the areas of risk management, severe weather conditions, CPR/AED, First Aid training, and emergency action protocol.

Handle all the administrative responsibilities of financial accountability and student payroll. Assist with budget development. Manage all entry fees/forfeit fees per university/department guidelines. Create financial reports. Resolve conflicts. Purchase equipment. Implement an ongoing maintenance program and maintain control of inventory. Develop and track participation and other program statistics. Maintain fields/courts, including field painting and submitting facility requests. Ensure proper enforcement of all policies and procedures, including: all registration forms, waivers & releases, score sheets, participation records, facility access, etc.

Promote new activities and encourage maximum participation in current program. Assist with developing a marketing plan (social media, newspaper, radio, website, brochures, flyers, etc.). Update results, standings, and brackets. Keep current all activity rules, deadlines, and policies. Provide relative and timely information for the Department's webpage. Provide excellent customer service to all participants. Evaluate effectiveness and satisfaction of the overall programs and services to determine overall effectiveness and satisfaction to decide on possible changes as deemed appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Provide key leadership and vision in establishing intramural sports programmatic goals, facilitate change, and implement innovative programs and services to include IM summer leagues, international programs, Special Olympics Project Unify programs, and other programs trends.

Provide supervision, effective training, and leadership development for student employees.

Lead and work in a team-oriented environment.

Enforce University, Division, and Departmental rules, policies, and regulations.

Evaluate all intramural sports programs and services to determine overall effectiveness and satisfaction and determine if implementing change is appropriate.

Work effectively to promote and enhance diversity, assist in creating an environment of inclusion, and embrace social justice.

Lead in the development, implementation, and review of all sport rules, regulations, and policies governing the intramural sports program. Be knowledgeable on current standards and trends regarding sports, sport rules, guidelines, and their application.

Provide strong and effective management skills. Analyze conflict resolution and determine appropriate action in and challenging environment.

Provide leadership in planning for future expansion of program and facilities. Develop an evaluation process to include short and long-term measurable program goals and objectives.

Submit mid-year and end of year reports and other documents as needed.

Work in collaboration with full-time recreation staff to effectively meet department's mission, values, and goals to continue efforts that will enhance recreational opportunities for our students and university community and adapt to changes in the work environment.

Represent the Department of Campus Recreation and serve on various Student Affairs and University committees.

Network with other intramural sport professionals, and research journals, to remain apprised of new sports, employee management, program trends, and issues within the field.

Flexibility to work and manage events during evenings and weekends.

Perform additional duties and responsibilities as assigned by the Director of Campus Recreation.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, social media, data-based management, and spreadsheet software. Current First Aid/AED/CPR certifications

QUALIFICATIONS:

REQUIRED: Bachelor's degree in sports management, recreation administration, physical education, kinesiology/exercise science, business administration, college student personnel or a related field; Minimum of two years of full-time professional administrative experience in developing and managing an intramural sports, club sports or similar recreation program (two years of graduate assistant experience in the intramural sports program area is equivalent to one year of full-time experience); Demonstrated organizational experience in the design, development, promotion, and administration of a diverse intramural sports program; Demonstrated supervisory experience; Demonstrated experience in training staff; Demonstrated experience in marketing/promotion and sport management; Demonstrated knowledge of sports rules; Demonstrated ability to effectively train and evaluate sport officials; Demonstrated experience conducting intramural sport related workshops, clinics and special events; Demonstrated ability to work with diverse groups/populations; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated evidence of current First Aid/AED/CPR certifications (required prior to start date); and, Willingness to work evenings and weekends.

PREFERRED: Master's degree in sports management, recreation administration, physical education, kinesiology/exercise science, business administration, college student personnel, Higher Education Administration or a related field; Certification as a High School or College official in a major sport(s); Demonstrated experience working with software such as: IMleagues/game scheduling software, When-to-Work, and eCampus; Demonstrated experience working with CAS (Council for the Advancement of Standards - Collegiate Recreation) and/or student learned outcomes in a collegiate setting; and, Demonstrated involvement in NIRSA - Leaders in Collegiate Recreation or in other professional organizations related to Intramural Sports.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.