

Intramural Sports Job Description

TITLE: Intramural Sports Official, Apply via [this LINK](#)

ROLE:

- Enforce all Intramural Sports policies, and sport specific rules by officiating each contest in good faith.
- Facilitate captain's meetings prior to each contest to explain an overview of the rules to our participants.
- Utilize effective customer service skills to provide explanations of rulings when necessary.
- Provide a sportsmanship rating for each team at the conclusion of each contest.
- Maintain control of the contest, while also facilitating an atmosphere that is safe, fair, and enjoyable for all
- Assist in set up and tear down of playing surfaces on a nightly basis.

SUMMARY OF RESPONSIBILITIES:

Intramural Sports Officials play a vital role in the day-to-day operations of the Intramural Sports Program. They are the front-line staff for all intramural activities and will officiate/umpire all activities that require officials. As an official, your main duty is to enforce all Competitive Sports policies, and sport specific rules. Officials will utilize effective customer service to remain in control of all activities, while also ensuring patrons have good sportsmanship. The overall goal is to facilitate and create an atmosphere that is fun, fair, and safe, for all.

***Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

PAY RATE: \$11.50 per hour. \$12.00 for officials who are certified with the state of Iowa.

Opportunities for improved pay/promotion within the Intramural program:

- All students who work for UNI Intramural sports for a semester are eligible to receive a \$.25 raise for the following academic year.
- Intramural Supervisors - starting pay rate: \$12.00
- Intramural Program Assistants - starting pay rate - \$13.00
 - For more information regarding intramural Supervisor or Program assistant positions, you can reach out to the Competitive Sports Coordinator.

TYPICAL WORK SCHEDULE AND HOURS:

- Hours will vary based on the number of activities that are currently being offered, and participation counts.
- Shift schedules will be assigned weekly based on your availability.
- Each staff member is expected to work at least (minimum) two shifts or 8 hours per week.
- Games are played Sundays – Thursdays, and may begin as early as 4:30 PM, and end as late as 11:00 PM based on the number of games being played. Shifts will begin/end 15 minutes before/after game times.
- Each official must attend all required trainings before they will be assigned shifts. This includes Rec Services department trainings, and Intramural sport-specific trainings to learn the rules of each game.
- Student employees can work a maximum of 20 hours per week at on-campus jobs.

MINIMUM QUALIFICATIONS:

- University of Northern Iowa student
- Maintain an appropriate level of fitness to allow for participation in all activities.
- Must possess strong customer service, conflict management, and problem-solving skills.
- Ability to collaborate, and work well in teams to accomplish a common goal.
- Communicate effectively and professionally with staff, patrons, or guests at all times.
- Obtain and remain current with all required certifications (provided at no cost if hired)
- ***NO PREVIOUS SPORTS OR OFFICIATING EXPERIENCE NECESSARY!***

APPEARANCE AND DRESS: Intramural Sports Officials will be clean and neatly attired while on duty. A departmental staff shirt/officials' stripes, black athletic pants/shorts and close-toed athletic shoes will be always worn. Work can take place indoors or outdoors. Dress appropriately for conditions if outdoors, while still adhering to the dress code policy.

SUPERVISOR: The Intramural Sports Official's immediate report is the Intramural Sports Supervisor or Program Assistant on duty during their shift, and the Competitive Sports Coordinator at all times.

QUESTIONS? Contact the Competitive Sports Coordinator, Wes Privett at wesley.privett@uni.edu

SUMMARY OF THE INTRAMURAL SPORTS PROGRAM: Intramural Sports are designed for UNI students to have a fun, safe, and recreational environment to play the sports they love, or try something new! We offer a combination of indoor and outdoor sports and activities throughout each semester. In general, our activities either occur as leagues, or single day events. Our leagues provide you and your team with three weeks of games, followed by a single elimination tournament. Our events pack all the fun of an activity into one night! For more information, please visit our website at <https://recreation.uni.edu/programs/intramural-sports>

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Mental Health AID Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 20 hours maximum per week in all on campus jobs combined.
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Affairs, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation Services' mission, team culture, and values and aligning oneself with them.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified eight key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are "Professionalism" and "Critical Thinking". This position's job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Equity& Inclusion	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Maintain a fun, safe, fair, and welcoming environment for all participants and spectators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Work as a team to settle any conflicts, delegate tasks, and officiate games fairly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 3: Communicate effectively with patrons, other employees, and supervisor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 4: Remain organized and aware of your schedule to prioritize both academic, and career success	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 5: Be confident with calls or rulings of both yourself, and co-workers to remain in control of games	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 6: Trust your own knowledge of rules and policies to make critical decisions in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>