

## Job Description

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<b>Job Title:</b>	Coordinator: Intramurals
<b>Department:</b>	Athletics and Recreation
<b>Reports To:</b>	Manager: Recreation
<b>Jobs Reporting:</b>	Student Program Coordinators, Officials and Scorekeepers
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	6/15/2018

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### **Primary Purpose**

The Coordinator of Intramurals is directly accountable to the Manager of Intramurals and Clubs for the overall administration and day-to-day implementation of the Warrior Recreation Intramural Leagues and assigned special events that may be associated with the Intramural program (i.e. tournaments). The incumbent will ensure that all policies and procedures of the department and the University are being adhered to and that the programs offered are contributing to the vibrant student experience.

### **Key Accountabilities**

#### **Program Management**

- Provides management oversight for 8-12 intramural leagues per term
- Manages all intramural bookings and participant registration through Fusion software
- Scheduling of league games for over 450 teams per term
- Routinely attend intramural games and events
- Assessing programs and making strategic recommendations for program improvements to the Manager of Intramurals and Clubs
- Support departmental events such as the Athletics and Recreation Open House and the Warrior Recreation Leadership Reception

#### **Relationships/Partnerships**

- Works collaboratively with others in the department regarding equipment and facility needs required for the intramural program
- Provides front line customer service to all intramural participants
- Advocating for the importance of recreational programming into both the academic and wellness conversation
- Supporting and promoting the departmental message to student groups and other campus partners
- Supporting departmental events such as, but not exclusive to, community “play days” and hosting NIRSA 2019

#### **Financial Management**

- Collaborating with the Manager of Intramurals and Clubs to develop and manage the annual operating budget for the intramural program
- Responsible for complex student payroll due to the large student staff population that reports to this position
- Work towards achieving annual revenue goals and projections within a comprehensive student fee and pay-as-you-play model
- Providing accountability reports including transparent budget reporting to SSAC (Student Services Advisory Council) when required

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<ul style="list-style-type: none"><li>Accountable to meet all payroll timelines and expectations of central finance and administration</li></ul>
<b>Leadership</b> <ul style="list-style-type: none"><li>Direct supervision and mentorship of over 350 league staff members</li><li>Providing leadership, guidance, program planning expertise to staff (including human resources management, budgeting, facilities scheduling, program registration, policy development, etc.)</li><li>Facilitating orientation and training sessions for league staff, referees and scorekeepers</li><li>Contributing to a comprehensive student-leadership model that provides strong leadership and mentorship, along with policies and procedures to guide and empower the students</li><li>Ensuring commitment and adherence to operate according to the Warrior Athletics and Recreation department policies and procedures by all league members</li><li>Identify and anticipate trends through research and an understanding of best practices</li><li>Firmly committed to a high level of customer service and be committed to student leadership development as a top priority</li></ul>
<b>Personnel Management and Development</b> <ul style="list-style-type: none"><li>Hiring, training, evaluating and leadership development for the Warrior Recreation Intramural and Tournament student staff each term (including all program coordinators, league staff, officials, scorekeepers). This group represents the majority of the student-employment opportunities, and therefore needs to be integrated with other student-employee groups within our department</li><li>Ensure adherence by all staff to departmental policies, required certifications and qualifications</li></ul>

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>University Degree Required</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>2-3 years of experience in recreation programming. Competencies include a demonstrated ability to relate to the University student experience, outstanding customer service and communication skills.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>Proficient in Microsoft Word and Excel.</li><li>Proficient in IMLeagues Intramural Software</li><li>Competency with Fusion Software package is preferred</li><li>Intermediate knowledge of PowerPoint</li><li>Intermediate knowledge of SharePoint</li><li>Proficiency in other electronic communications (i.e. email, social media) is necessary to ensure strong communication with staff and participants.</li><li>Certified in Emergency First Aid</li><li>Once hired, completion of the following trainings will be required: Employee Safety Orientation, WHIMIS 2015 and Workplace Violence Awareness</li></ul>

### Nature and Scope

- Contacts:** The incumbent will need excellent written and verbal communication skills, knowledge of all social media platforms and public speaking skills for presentations and training sessions. This position will interact regularly with many other members of the Athletics and Recreation department as well as many on campus partners including UW Graphics, the Imprint, the Student Life Center, the Office for Persons with Disabilities, Federations of Students, Dons, Residence Life Coordinators, Conflict Management and Human Rights Office as well as others as needed
- Level of Responsibility:** This position directly supervises and mentors 350+ student staff members per year including league coordinators, officials and scorekeepers. This role is responsible for the hiring, training, scheduling and payment of the student staff

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- **Decision-Making Authority:** This position makes recommendations and makes decisions with the support of their manager surrounding all aspects of the intramural leagues including program offerings, staffing, equipment needs, etc.
  - **Physical and Sensory Demands:** This role involves minimal physical demands and moderate sensory effect resulting in slight fatigue, strain, or risk of injury
  - **Working Environment:** The role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails, and unplanned but urgent service requests) that are impacted by varying student volumes at different times of the year