

Now Hiring

Student Manager for Intramural Sports

\$12.00/hr., 10-15 hrs/wk

Preference given to current Campus Recreation Student Employees

The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience.

As part of the Campus Recreation Management Team, this position will assist with the program and operational model needed to open the Mashouf Wellness Center in 2017. The Mashouf Wellness Center will be an exciting, state-of-the-art, 118,700 square-foot facility, supporting general well-being by providing recreation and wellness programs and activities for the SF State campus.

Some job duties and responsibilities for this position may change during the transition into the Mashouf Wellness Center.

Application Deadline: Sunday, November 13th, 2016

To Apply: As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application. For any questions about the position, please email Ryan Fetzer at rfetzer@sfsu.edu.

Dean of Students - Common Application

- <https://orgsync.com/13745/forms/210403>



For more information about Campus Recreation:

www.sfsu.edu/~recsport

Campus Recreation Department
San Francisco State University

Position Description

Student Manager for Intramural Sports

Purpose

The main responsibility of the Student Manager for Intramural Sports is to help oversee the operations and management of the Intramural Sports program under the supervision of a full-time staff professional. Oversight and knowledge of all intramural leagues, related activities, and program policies is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

Duties and Responsibilities

1. Coordinate intramural leagues and weekly game schedules.
2. Develop and enforce league rules for each sport and program policies, keeping participants informed of all requirements and deadlines.
3. Responsible for collecting and maintaining all team entry forms, liability waivers, additional team paperwork, and game score sheets.
4. Educate participants and staff on safe participation during intramural games, and enforce program policies and procedures.
5. Organize and conduct staff meetings and trainings with intramural supervisors, referees, and scorekeepers.
6. Organize and conduct pre-league meetings with team captains to review rules and program policies.
7. Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
8. Provide a safe and welcoming environment for all program participants and staff that emphasizes sportsmanship and fun over winning and competition.
9. Disseminate information about other Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
10. Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of SF State Facilities for Campus Rec programming (eg, Sport Clubs, Fitness, Aquatics, Reservations, Kinesiology, Athletics).
11. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
12. Maintain standardized risk management best practices and emergency procedures for your program area.
13. Provide a professional, welcoming, and inclusive environment for staff and participants.
14. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
15. Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

Qualifications

1. Previous supervisor, referee, or scorekeeper experience is preferred.
2. Previous leadership, coordination or management experience is required.
3. First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
4. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
5. Employment may be dependent on passing a background check.
6. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.

