Santa Clara University
Department of Athletics and Recreation

Intramural Sports Supervisor
Job Description

Purpose:
The Intramural Sports Supervisor is responsible for the conduct and on-site operation of intramural contests, ensuring a fair, fun, and safe game environment for all intramural participants. The Intramural Sports Supervisor supervises all intramural participants in all non-officiated sports.

Duties and Responsibilities:
- Inspect all participant and game equipment to ensure rule compliance and support safety measures, and oversee preparation/breakdown of the game playing area, including the setup and returning of equipment at the conclusion of events. Notify Assistant Director of any issues with equipment and/or playing areas.
- Assure that all score sheets are prepared, distributed, and collected after each contest.
- Ensure that participants check-in prior to start of contest (sign-in and ID collection), and answer questions regarding the rules.
- Ensuring that contests begin on time, and that scorekeeping and timing of contests are conducted properly.
- Maintain control of all aspects of the game, including participant and spectator conduct. Resolve conflicts as needed.
- Properly complete Injury and Incident Report Forms as needed. Note any unsportsmanlike conduct, and contact Intramural Sports Coordinator and Assistant Director of Recreation the next day possible.
- Ensure a safe environment for all staff and participants.
- Activate emergency action plans appropriately, and make decisions during inclement weather and/or difficult situations regarding game environment.
- Educate participants on sports rules and intramural policies and procedures
- Provide a friendly, welcoming, inclusive, service-oriented environment.
- Attend and contribute to all mandatory meetings.
- Represent the Campus Recreation Program and the Department of Athletics and Recreation in a professional manner at all times.
- Perform other duties as assigned.

Required Qualifications:
- Currently enrolled Santa Clara University student.
- Possess or obtain certifications in American Red Cross CPR/AED and First Aid.
- Willingness and ability to work afternoon, evening, and weekend hours.

Preferred Qualifications:
- Federal Work Study recipient.
- Genuine interest in a variety of individuals and commitment to providing quality service.
- Previous supervisory experience, preferably in sports or fitness environment.
- Previous officiating experience.
- Previous administrative/managerial responsibilities.
- Excellent oral and written communication skills.
- Candidates should be reliable, self-motivated, and understand the recreational philosophy of friendly competition.

Compensation:
$9.00 per hour – 4-12 hours per week