



Intramural Official/Scorekeeper

The Campus Activities Office employs a number of students through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

Intramural Officials are responsible for officiating all intramural sports and special events offered by or sponsored by Campus Recreation. They oversee and manage a fun and safe atmosphere for all participants and assist the Intramural Student Coordinators when needed through enforcing policies and procedures. Intramural Officials are required to attend all mandatory training clinics and staff meetings.

BASIC QUALIFICATIONS:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be in good standing with McKendree both academically and judicially.
- Must be able to work some weekend or evening shifts. Some holiday/semester break work may be required.
- Shall have a minimum of 5 hours of Federal Work Study allotted per week.
- General sport understanding and desire to learn intramural sports offered.
- American Red Cross First Aid/CPR/AED certification is a plus
- **IMPORTANT (1)** - Proof of work study eligibility will be required to be considered for a work study job.
- **IMPORTANT (2)** - Selected staff must attend an approved training session before starting work.
- Completed online application
- Good interpersonal skills; effective verbal and written communication skills
- Ability to work independently as well as part of a team

RESPONSIBILITIES:

- Assist with captain's and/or team meetings prior to competition.
- Assist in setting up equipment for activities. Arrive early and prepared for all scheduled shifts.
 - Assist in storing of equipment at the conclusion of activities
 - Assist in securing the facility at the conclusion of activities
- Maintain a professional demeanor at all times. Exhibit honesty and integrity during events.
- General facility cleaning and maintenance; inspect/prepare playing areas for safety prior to play
- Enforce intramural policies and evaluate the sportsmanship of Intramural teams and participants
- Assist with the sign-in of participants and teams prior to play. Make sure correct attire is worn (ie. no jewelry, illegal equipment, etc.)
- Complete all shift forms as required. Report and post results and scores of competitions
- Address on-site issues and disputes; communicate with Student Coordinator (ie. incidents, player conduct, conflict and rule clarifications, participant and spectator conduct, equipment damage, etc.) verbally and in writing
- Other duties as specified.

SALARY AND BENEFITS:

- Minimum wage
- (2) Free staff shirts provided. One referee shirt and one general staff shirt
- Whistle and lanyard
- Exposure to a fun and active environment on campus!
- Opportunity to acquire and to improve communication, conflict management, teamwork, leadership, adaptability, and customer service skills.

Hours:

Officials will work a flexible schedule but not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.