



# Intramural Recreation: Student Coordinator

Under general administrative guidance of the Director of Campus Activities, the Intramural Student Coordinator assists with the coordination and execution of recreational and leisure programs. Student Coordinators should have some basic knowledge and interest in team sports, but do not need experience playing all sports offered. The nature of the work is determined by the specific specialized role.

The student coordinator will organize and conduct intramural leagues including: assisting with the training of officials, leading meetings, scheduling of officials and leagues, handling of disputes, and evaluating officials. The student coordinator also assists with the supervision and management of the Weight and Cardio Room in the Fitness Center. Some of the tasks involve greeting participants, answering questions, demonstrating exercises and equipment, enforcing rules, and cleaning equipment. Coordinators are expected to maintain an awareness of potential problems while creating a welcoming atmosphere for all participants.

## Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be at least Sophomore status at McKendree University.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Federal Work Study preferred
- Driver's License; Ability to be certified in CPR and First Aid
- Takes initiative, accountable, reliable; ability to self-motivate with little or no supervision
- Ability to work up to 15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
- High level of interpersonal skills; ability to brainstorm, cooperate, and contribute in a team environment
- Some previous management or supervisory experience
- Knowledge and good skills in employee and public relations, inventory systems, employee scheduling, and computer knowledge
- General sports knowledge; general weight and strength training aptitude and knowledge of fitness equipment preferred.

## RESPONSIBILITIES:

- Coordinators work closely with fellow staff members and the Director of Campus Activities, to plan, promote, implement, and assess the programs assigned.
- Assist in the recruitment, hiring, training, scheduling, and evaluation of Sport Supervisors and Officials.
- Maintain availability for traditional events (ie. Welcome Week, Involvement Fair, Homecoming, Finals Week, Spring Fling, etc.)
- Assist in distributing marketing materials around Assist in event logistics (set-up, execution, tear down) as determined
- Act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, the coordinator should seek to fulfill the mission of the Office of Campus Activities and Recreation by cultivating a team-oriented atmosphere and demonstrating commitment to the success of student life at McKendree
- Coordinators are expected to maintain a responsible and professional image. Effective communication with a diverse campus community, including: University faculty and staff, general student population, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- Coordinators are expected to follow the student conduct guidelines listed in the Student Handbook as well as the member policies and regulations set forth by the Office of Campus Activities and Recreation. Members are considered representatives of Office of Campus Activities and Recreation and McKendree University at all times.
  - Follow protocol as it relates to reporting incidents, injuries, and any situation that warrants contact to Public Safety or other administration.
- Attend staff trainings, retreats, and other functions as assigned.
- Answer all staff communication within a timely manner.

## DUTIES:

- Attend all mandatory meetings and training sessions as specified
- Organize, publicize, and execute events
- Arrive on time and be prepared for all scheduled shifts.
  - Arrive early and set up facility for the event.
  - Pick-up game sheets and keys for the activity
  - Assist in signing in teams and verifying their eligibility

- Communicate with student staff and participants involving Campus Recreation facilities, programs, and events via phone, email, social media, and in person.
  - Assist in maintaining all social media outlets; assist in taking photos/video of Intramural activities
- Assist other Coordinators and General Managers with the orientation and training, feedback, motivation, and discipline of essential student staff employees (going over rules, policies, etc., and making sure they understand them).
- Provide excellent customer service to the campus community; maintain a professional demeanor at all times
  - Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
- Provide equipment orientations to staff and participants as needed
- Assist with on-site risk management; inspect areas for safety; Act as a resource for participants; report damaged or improperly working equipment
- Manage players/spectators on the field/court; Maintain a courteous and helpful attitude
- Enforce departmental policies and procedures
- Assist with the advertising and promotion of programs and events.
- Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
- Work in cooperation with other professional staff members
- Identify program equipment purchase needs; develop and maintain inventory control methods
- Other duties as specified.

**FITNESS CENTER SPECIFIC DUTIES:**

The Supervisor assists with assuring that the weight rooms/fitness centers operates effectively. Assisting with the supervision, training, scheduling, and evaluation of the weight/fitness staff will be an important part of this job.

- Assure that the student staff is performing all of their duties
- Monitor and assist participants utilizing the equipment as needed
- Clean equipment on a daily basis
- Be proactive in eliminating unsafe exercises
- Conduct facility and equipment orientations as needed
- Serve as a substitute staff member if needed
- Assess and properly respond to emergencies/risk management issues
- Other duties as specified.

**Hours:**

The coordinator 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](mailto:croberts@mckendree.edu).