

Associated Students Campus Recreation
Intramural Sports Official Job Description

Position Title: Intramural Sports Official
Status: Part-Time
Pay Rate: \$8.25 Starting
Reports To: Intramural Sports & Open Recreation Coordinator
Prepared By: Rob Patchett

POSITION PURPOSE

Under the supervision of the ASCR Intramural Sports & Open Recreation Coordinator, ASCR Assistant Intramural Sports and Outreach Coordinator, and Intramural Supervisors: the Intramural Sports Official enforces game rules and records game information for any number of intramural sports including basketball, flag football, soccer, volleyball, softball, kickball, floor hockey, dodgeball, and wiffleball, and other assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Learn, apply, and enforce intramural sport rules. (20%)
2. Attend all training sessions for sports officiated. (20%)
3. Be professional at all times when interacting with staff, supervisors, fellow officials, players, and spectators. (20%)
4. Communicate game information with scorekeepers and supervisors. (10%)
5. Control any disruptions occurring while games are in progress. (10%)
6. Complete incident and accident reports when necessary with accurate and detailed information. (5%)
7. Assist the Intramural Supervisors with team check-in, and conduct pre-game captains' meetings in order to start each contest on time. (5%)
8. Assist the Intramural Supervisors with setup and tear down prior to and following intramural events. (5%)
9. Assist on occasion with major AS special events and perform other special duties as assigned by the ASCR Manager or Intramural staff. (5%)

Qualifications

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

Knowledge skills and abilities

1. Both a willingness to learn and the physical ability to perform standard duties.
2. Requires strong interpersonal skills.
3. Requires excellent time management skills.
4. Requires strong verbal and written communication skills.

5. Requires patience and confidence when working with participants, spectators, and co-workers.

Education and/or experience

1. Must be a current SJSU Student.
2. Prior officiating experience preferred, but not required.
3. Prior experience in playing the sport(s) officiated is strongly preferred, but not required.

Hazards:

1. Exposure to potentially hazardous chemicals associated with field chalk and paint, as well as cleaning supplies.
2. Exposure to the environment and elements that may result in skin damage, hypothermia and heat related disorders.

Guidelines:

This is an at will student position.
Work-study accepted.

Applying for this job:

Students should retrieve and fill out a student employment application at:

<http://www.as.sjsu.edu/asjobs/index.jsp?val=asforms>

The completed application will be directly submitted to the Intramural Sports Coordinator at rpatchett@as.sjsu.edu, and you will be contacted via email for further hiring procedures.

Contact Rob Patchett at rpatchett@as.sjsu.edu with questions. Visit our website at www.as.sjsu.edu/ascr to learn more about our department.

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