ON-CAMPUS JOB DESCRIPTION
2013-2014

Job Title: Collegiate Sport Clubs Supervisor
Hourly Pay Rate: $9.19
Department: University Recreation - Campus Life
Contact Person: Corey Sinclair
Phone Number: 963-3516
Location: SUB/REC Center, Room 175

Need 1 student to work 15-19 hours per week. *Work Study Preferred

Duties & Responsibilities:

- Effectively communicate program policies and procedures to club officers and members
- Effectively communicate and execute emergency action plans for all facilities used by our program
- Effectively communicate
- Open and close facilities and ensure contents are secure
- Keep track of equipment and keep areas clean during events
- Monitor participants and spectators and communicate any issues or concerns to the coordinator
- Set up/take down equipment for events and competitions
- Represent CWU and our department in a positive and professional manner
- Ensure the club officers are performing their duties
- Schedule, plan, attend and participate regularly in meetings
- Ensure necessary paperwork is completed to participate waiver prior to participation
- Ensure all participants have submitted insurance information
- Notify office of all problems or changes in club, facility issues, league issues, practice schedules or competition schedules
- Assist clubs in coordinating events for the club
- Set up, supervise and clean up after competitions
- Maintain records for inventory management
- Assist officers with travel itineraries and other travel information in a timely fashion
- Help ensure club members act and represent the university in a positive and professional manner
- Communicate any concerns or questions to the coordinator
- Be able to communicate and assist with all information in the Collegiate Sport Club Handbook
- Other duties as assigned
Minimum Qualifications / Skills Needed:

- Must be certified in CPR and First Aid (training can be provided)
- Must be highly organized and attentive to detail
- Be a self-starter and constantly look to improve service to students and staff
- Willing and able to work afternoons, some evenings and weekends as required
- Must be able to communicate effectively
- Must like to work with people

Why do you need this position?
This position is needed to support the ongoing growth of the Collegiate Sport Club program; a program under the department of University Recreation.

What educational benefits will the student gain from this position?
1. Will be provided with opportunities to exhibit leadership skills
2. Will gain experience with sports management, specifically in the areas of risk management, event planning, financial management, arranging travel and administration
3. Develop organizational skills, communication skills, and leadership skills

Length of Employment: Fall, Winter and Spring

How to apply: Please submit a resume and cover letter that states why you are interested in the position and how this will tie into your future career. Drop off this information at the Student Recreation Center room 175. The goal is to hire someone qualified before school begins if possible. To learn about the Collegiate Sport Club program and University Recreation please visit www.cwu.edu/rec. Questions about this position should be directed to Corey Sinclair at corey.sinclair@cwu.edu.