2018-2019
INTRAMURAL SPORTS
EVENT SUPERVISOR

Campus & Community Recreation strives to inspire and empower exceptional life experiences through recreation, sport, and wellness. Our mission is to facilitate and deliver leading-edge programs, events, services, and facilities for our community.

Reporting to the Intramural Recreation Facilitators and Intramural Program Coordinator, the Intramural Event Supervisor is a student position responsible for on-the-ground delivery of Intramural programming, including supervision of Intramural Game Staff, responding to game-day issues, and event administration.

The responsibilities of the role include but are not limited to:

- With the support of Intramural Recreation Facilitators, facilitate the delivery of Intramural Sports programming, including staff supervision, event set-up and take-down, responding to participant needs, and administrative duties
- Supervise Intramural Game Staff (Officials, Activity Monitors, etc.), supporting staff development by providing verbal feedback regularly
- Coordinate and schedule Intramural Game Staff in collaboration with Intramural Recreation Facilitators
- Respond to Intramural participant injuries, coordinating first aid response and completing appropriate documentation
- Respond to Intramural participant conflicts in accordance with Intramural policies and procedures
- Communicate regularly with Intramural Recreation Facilitators, including in-person meetings and written reports as needed
- Complete league- and game-specific administrative responsibilities, including participant sign-in, scorekeeping, game result entry, etc.
- Be present at and oversee the general success of assigned Intramural Events
- Serve as a Campus and Community Recreation and University of Alberta Ambassador while at work and away or when on or off duty
- Time commitment will be approximately 5-10 hours per week – primarily evenings and weekends

Compensation:
- $16/hour – Estimated contract dates: September 4, 2018 – April 30, 2019
Qualifications/Expectations:
• The selected applicants must be enrolled at the University of Alberta in the 2018-2019 academic year
• Excellent organization, communication (oral and written), interpersonal and time-management skills
• Knowledge of sport and recreation and experience in event management an asset
• Demonstrate positive leadership qualities
• Must be able to work cohesively with a team as well as independently
• Experience with customer service and conflict resolution; good judgment and discretion in dealing with confidential information.
• A dynamic individual who is eager and enthusiastic and is able to motivate his/her peers to participate in our programs
• Must be detailed and goal oriented and someone who takes initiative.
• Flexibility and ability to multi-task
• Presents a professional appearance and attitude
• Standard First Aid and CPR 'C' certification required prior to first day of work

Mandatory:
• If selected, candidates MUST be available to attend mandatory staff training at the end of August/beginning of September. Selected candidates must also be available for contact via email and/or phone during the month of July/August for planning purposes.

Application Procedures:
☐ Bring your resume on March 1st to the CCR Hiring Blitz
☐ For more information, please email recreation@ualberta.ca.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.