

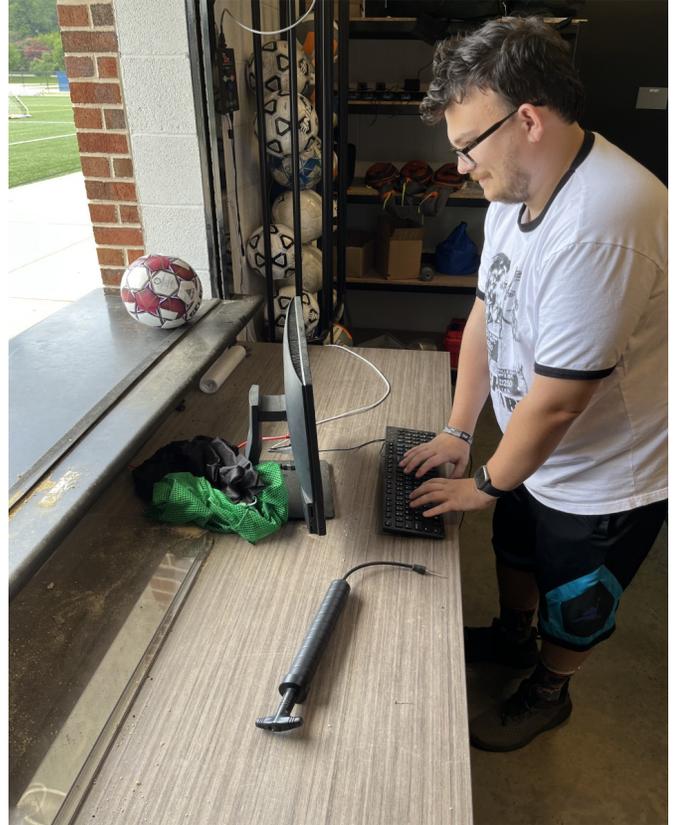
# INTRAMURAL ASSISTANT

## Job Summary:

Intramural Assistants will be responsible for the daily operation of the intramural program. This position is primarily responsible for hosting intramural events and monitoring open hours at the Sports Complex. All Intramural Assistants should demonstrate a commitment to the mission and core values of Campus Recreation.

## Learning Outcomes:

- Acquire leadership skills, critical thinking, and decision making skills.
- Develop useful experience in organizing and managing intramural sporting events.
- Formulate a successful time management strategy to balance the demands of academic life and your position at Campus Recreation.



## Job Responsibilities:

- Begin each shift on time and prepared to work; this includes appropriate uniform and attitude
- Perform all required shift tasks, including opening/closing duties, with accuracy and efficiency.
- Be knowledgeable about all Campus Recreation programming and be able to answer questions and direct patrons to correct locations.
- Consistently enforce all Campus Recreation policies, rules and regulations.
- Serve as a representative of UTC Intramurals and answer questions or concerns by patrons.
- Effectively communicate with fellow staff members, participants, and spectators in a positive manner.
- Maintain cleanliness of all Campus Recreation spaces and report any unsafe conditions requiring maintenance or attention.
- Maintain all required CPR/AED/FA and BBP certifications.
- Attend all trainings, meetings and events set forth at the beginning of the semester.

