



Associated Students of Whitworth University

Job Description

Intramural Coordinator

Intramural Coordinator

8 months

80 hours/month

Minimum wage

The intramural coordinator shall:

- a. Schedule the year's intramural offerings, start dates, and playoff dates, and design a brochure to be given at the beginning of each semester that highlights these offerings, offer two extra tournaments per semester;
- b. Advertise each semester's sport offerings and sign-up procedures, communicating regularly with team captains as to the status of the competitions start date, playing schedule, and captain's meetings;
- c. Oversee competition by being present in the facility for each event;
- d. Insure all participants have signed proper liability forms;
- e. Hire, train and schedule student referees, scorekeepers, and umpires for each sport, and make sure referees are present and have necessary equipment for each game;
- f. Work closely with the facility coordinator from athletics to reserve athletic facilities;
- g. Attend all weekly Assembly meetings to update senators and representatives on the IM program's current offerings, number of participants involved, sign-up procedures, rules and play-off structure, and to gather input of sports that students would like to see the IM program offer;
- h. Keep careful accounting of the budget from ASWU for equipment, awards and referee salaries;
- i. Advertise all events through: HUB Bulletin boards, dorm newsletters, the Whitworthian, KWRS, and keep current tallies of win-loss records and post them weekly in the Whitworthian, and/or on bulletin boards in the HUB;
- j. Run play-off competitions, promoting the event to all of campus;
- k. Arrange for championship team prizes (T-shirts) to be purchased and keep a supply of these stocked;
- l. Address all inappropriate behavior of individuals or teams during intramural competition that goes beyond the responsibilities of the referees. If the behavior cannot be resolved informally, coordinate the appropriate meetings with the ASWU Review Board to address the problem;
- m. Work in collaboration with other coordinators to plan and execute on-campus events;
- n. Set at least three convenient office hours per week within his/her office;
- o. Sign up for the GE 330 leadership class each semester;
- p. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- q. Serve on at least one committee approved by ASWU.
- r. Be an undergraduate enrolled in at least 12 semester units.

The intramural coordinator shall possess the following qualities:

- a. Good organizational skills including: program development, promotion, implementation, evaluation, and record keeping.
- b. A good knowledge of a variety of recreational/athletic programs, and how to set up and conduct tournaments.
- c. Experience with promoting events (through media, e-mail, flyers, posters, etc.).
- d. Knowledge of confrontational and negotiating skills and the ability to use these skills without hesitation when having to confront one's peers.

Head Referee

The Head Referee shall:

8 months

20 hours/month

Minimum wage (to be hired by Intramural Coordinator)

- a. Assist Intramural Coordinator with facilitation of league and tournament sports and facilities;
- b. Assist Intramural Coordinator with planning and facilitating extra tournaments twice per semester;
- c. Possess ability to referee all Intramural Sports offered.