

## **Recreation Sports Intern Position Description**

Hunt/Knowles Complex • University of Wisconsin-River Falls

**Title:** Recreation Sports Intern  
**Department:** Recreation Sports  
**Reports to:** Assistant Director of Recreation  
**Appointment:** Academic year 2009-10. Tentative start date in late August 2009 and end date in late May 2010.  
**Classification:** Non-Hourly paraprofessional  
**Remuneration:** \$2,500/Semester and/or \$5,000/academic year (5 or 10 checks of \$500)

### **Position Summary**

This position will work closely with the Assistant Director of Recreational Sports in all areas of Recreation such as Intramurals, Club Sports and Outdoor Recreation. Duties include, but are not limited to, assisting with game and event scheduling and administration; marketing and promotion; hiring, training, and scheduling student workers; Intramural supervision; equipment management; and recreational facilities management. The position requires evening and weekend hours.

### **Responsibilities**

- A. Serve as an Intramural Supervisor (5-7 hours per week).
- B. Work in the Rec Sports Office at least 10 hours per week.
- C. Attend weekly staff meetings (2 hours per week).
- D. Assist with paperwork management associated with Club Sports (waivers, rosters, travel requests, budget requests, facility requests, etc).
- E. Plan, promote and facilitate two Intramural Special Events per semester (ie, golf, bowling, various tournaments).
- F. Help plan, promote and facilitate two KinniConnections trips per semester.
- G. Assist Assistant Director of Recreation with assigned athletic game management duties.
- H. Coordinate student payroll for Intramurals and Climbing Wall workers.
- I. Help evaluate Recreation program (Intramurals, Club Sports and KinniConnections) and offer new ideas and methods of program administration.
- J. Assist with equipment inventory, assessment and purchases.
- K. Help with website design and development needs.
- L. Assist with all marketing and promotion of Recreation programs.

### **Qualifications and Conditions of Employment**

- A. Must be enrolled as a full-time student at a qualifying institution with a maximum of 15 credits per semester during the period of employment.
  - B. Maintain a minimum cumulative grade point average of 2.50 or higher before and during employment.
  - C. Position requires minimum of 15-20 hours per week.
  - D. Knowledge of sports, willingness to be involved with outdoor experiences and fitness, experience in program planning, strong organizational skills and leadership experience is desirable.
  - E. Must be able to attend spring and fall training activities.
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### **Please send resume and cover letter to:**

Hunt and Knowles Complex  
ATTN: Rec Sports Internship  
410 S. 3rd St.  
River Falls, WI 54022

Application Deadline: Friday, April 24, 2009