

Intramural Manager

Position Description

Hunt/Knowles Complex • University of Wisconsin-River Falls

Title:	Intramural Manager
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:	\$3,000 cash stipend (10 paychecks of \$300).

Position Summary

The Intramurals Manager is responsible for supporting and promoting campus Intramural activities, programs and events sponsored by the Rec Sports Department. Responsibilities include assisting with the development, administration, supervision and evaluation of the Intramural program, including equipment duties and scheduling and training workers. The Intramural Manager will also serve as an Intramural Supervisor and assist with the administration of Intramural events. 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 6 hours per week.
- C. Attend weekly staff meetings (2 hours per week).
- D. Assist with all Intramural Captain's and Official's meetings.
- E. Plan, promote and facilitate one Intramural Special Event per semester (ie, golf, bowling, various tournaments).
- F. Help plan, promote and facilitate one KinniConnections trip per semester.
- G. Help hire and train all Intramural workers.
- H. Schedule all Intramural workers weekly.
- I. Help with all equipment distribution and inventory.
- J. Assist Recreation Manager and Intern with marketing and promotion of Intramural events.

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 a minimum of 12-15 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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