UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ___ No X ___

UMB Department University Recreation & Fitness (URecFit)
(Full Name of Department)

Off-Campus Agency
(Full Name of Agency- For Off-Campus Positions Only)

Address 621 W. Lombard St. Room 409

Telephone 6-0288 Fax No. 6-1472

Work Study Supervisor’s Full Name Julia Wightman

Work Study Supervisor’s Title Director

E-mail Address jwigh001@umaryland.edu

Alternate Supervisor’s Full Name Jimmy Heiner

Alternate Supervisor’s Title Sr. Asst. Director

E-mail Address jheiner@umaryland.edu

Job Title Intramural Sports Supervisor


Duties: Coordinate pre/post game set up and break down, and equipment check out. Examine venues for safety hazards. Provide first aid and emergency help and report all injuries or problems. Coordinate roster compliance, provide quality supervision during contests, including scorekeeping. Attend all in service trainings and meetings.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy
Intramural Sports Supervisor Lead—Work Study

Job Description

Department: University Recreation & Fitness (UREcFit)
Schedule: Temporary/Non-benefited
Shift: Varies. Mostly weekday with evening and weekend work required.
Hours: Department Specific
Type: Non-exempt

PRIMARY DUTIES

Uphold URecFit Core Values
- **Accountability**: Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic
- **Civility**: Promote an environment that is responsible, ethical, respectful, and courteous
- **Collaboration**: Develop professional relationships with; co-workers, guests, other departments of the university and the community.
- **Diversity**: Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- **Excellence**: Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- **Knowledge**: Stay apprised of the best practices and latest trends in recreation.
- **Leadership**: Demonstrate a desire to be a leader within the campus recreation community and university.

Under the supervision and direction of the Assistant Director and Coordinator for Sports Programs:

1. Oversees and assists with pre game and post game set up and event break down, and equipment check out.
2. Examines playing venues for safety hazards.
3. Responsible for roster management including assisting players with registration and verifying eligibility.
4. Acts as a liaison for officials and ensures games are called in compliance with URecFit rules.
5. Provides quality supervisor during contests including scorekeeping, anticipate issues, ensure participants are playing in a safe manner.
6. Diffuses potential problems involving spectators, officials or players.
7. Provide first aid and emergency help and report all injuries or problems.
8. Attend all in service trainings and meetings.
9. Actively pursues corporate sponsorships to benefit the intramural program.
10. Acts as the leadership team for the Poe Cup Planning Committee.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.

REQUIRED SKILLS AND ABILITIES

- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- First Aid, CPR & AED certified or willingness to obtain.

To be considered for this position, please forward your resume to: Jacob Pridemore at jpridemore@umaryland.edu

*The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.*