

# Intramural Sports Supervisor

## 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.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED.
- Applicants must pass a background check.

### **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.

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