**Department of Recreational Sports**

**Sport Programs - Sport Program Associates**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

Definition and Purpose:

The Sport Program Associate reports to the Assistant Director and Coordinators of Sport Programs, Office Specialist, Graduate Assistants, and Senior Sport Program Associates. The position is responsible for the oversight and management of a variety of Intramural Sports leagues and events including the supervision and evaluation of participants, officiating staff, and activities while creating a safe and inclusive environment. Sport Program Associates will provide quality customer service to participants and staff by having knowledge of program policies, procedures, and information about Sport Clubs and Intramural Sports. Sport Associates will provide administrative support to the Sport Programs Office.

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors and administrative staff.
* Maintain required certifications.
* Attend orientations sessions, staff meetings and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.

Sport Programs Mission Statement:

To engage the university community in diverse sport and program opportunities that enrich the student learning experience through involvement, leadership and physical activity.

Position Duties and Responsibilities:

**Location Tasks:**

* Demonstrate comprehensive knowledge of Intramural Sports policies and procedures.
* Supervise and perform evaluations of officials.
* Management of participants and teams:
* Ensure completion of team rosters and waivers
* Facilitate directions and court/field assignments to officials, teams, and individuals
* Monitor and maintain crowd control
* Management of all aspects of intramural activities including emergency response and problem solving activity issues.
* Coordinate facility preparation and clean up.
* Complete all necessary paperwork during and after each shift.
* Respond to and deal with conflict management situations.
* Communicate injuries, suggestions, and problems regarding activities to appropriate individuals.
* Other duties as assigned.

**Office Tasks:**

* Provide information to program participants including policies, procedures, paperwork, registration, and activities.
* Keep an organized workplace and resource area.
* Perform photocopying, distribution of copies, filing, printing of forms, and miscellaneous administrative tasks to support area.
* Respond to phone calls and e-mails, answer questions and direct inquiries appropriately.
* Other duties as assigned.

**Intramural Sports Specific:**

* Communicate with Intramural Sports participants concerning forfeits, rescheduled games, playoffs, and other Intramural activities.
* Data entry and updating of intramural league and event participants in RecTrac including forfeit log and reschedule times.
* Filing of intramural paperwork, records, and scoresheets.
* Keep records of Intramural Sports games.
* Create score sheets for Intramural Sports games.
* Prepare Supervisor backpacks to be taken to Intramural Sports games.
* Organize and maintain Intramural Sports supplies.

**Sport Clubs Specific:**

* Communicate with Sport Club participants concerning home events, travel itineraries, equipment rentals, and other Sport Club activities.
* Data entry and updating of Sport Club databases (Membership, Driver Authorization, and Certifications), spreadsheets, and documents.
* Process and manage Sport Club paperwork (waiver and liability, term activities, travel itineraries, club binders).

Preferred Work and Extracurricular Experience:

* Demonstrate basic knowledge of Sport Programs offerings with ability to officiate or have officiating experience.
* Awareness of safety concerns and risk management.
* Ability to provide consistent and positive customer service.
* Demonstrate conflict management and problem solving skills.
* Awareness of and appreciation for individual uniqueness and diversity.
* Attentive to details with the ability to multi-task.
* Excellent oral and written communication skills.
* Experience with Microsoft Outlook, Word, Excel, Access, Powerpoint, and Publisher.
* Commitment to student development and leadership.
* Ability to operate independently and collaboratively within DRS and Sport Programs standards of conduct and professional expectations and to hold others accountable.

Education:

Must be a currently enrolled system/non-system student.

Certifications:

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by the Coordinator beginning in September). 12-20 hours per week. Hours will vary between mornings 9:00am-6:00pm, evenings 3:30pm-Midnight and weekends 9:00am-Midnight.

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed.