

JOB TITLE: Campus Recreation Intramural Sports Official

SUPERVISING OFFICE: Campus Recreation

CONTACT PERSON: Tommy Preston

CONTACT PERSON'S EMAIL: prestontw@longwood.edu

START DATE: Fall/Spring start date is the week before school begins. Summer/Winter start date is the week before the semester ends.

BRIEF DESCRIPTION: The Campus Recreation Intramural Sports Official will learn and effectively officiate intramural sports games including: flag football, basketball, softball, dodgeball, kickball, wiffleball, soccer, volleyball, floor hockey, handball, etc.

REQUIRED QUALIFICATIONS:

- Must maintain a cumulative 2.0 GPA.
- Must be available to work 8-16 hours per week including Sunday's
- CPR/AED and Standard First Aid required within 60 days of employment.

JOB RESPONSIBILITIES:

- Maintain a thorough understanding of all intramural sports rules.
- Check in participants for intramural sports games, making sure players are eligible for intramural sports.
- Responsible for setting up and tearing down equipment for intramural sports games at several different facilities.
- Enforce all intramural sports behavior policies, including ejecting people from games and taking other disciplinary actions.
- The ability to efficiently communicate all rules and regulations to participants.
- Support and participate in other programs offered by the Health & Fitness Center.
- Maintain all intramural sports equipment.
- Attend and actively participate in all mandatory staff meetings and training sessions.
- Thoroughly complete all incident reports, report all injuries, vandalism, equipment needs and problems immediately to administrative staff.
- Maintain certifications as required.
- Handle any other duties as assigned by the administrative staff and/or student supervisor.
- Must demonstrate leadership, communication and customer service skills and the ability to work with staff, students and members of a diverse background.
- A thorough knowledge and willingness to enforce all rules and regulations in a courteous, but firm manner.
- The ability to use mature judgment in an emergency.
- Must pass training tests and evaluations with a minimum score of 80% for each sport.
- Effectively market intramural and H&FC activities.
- Maintain composure in stressful situations.

APPLICATION PROCESS:

- Go to <http://www.longwood.edu/recreation/student-employment-opportunities/>
- Open **Student Employment Application (pdf)**
- Fill out form, making sure the right position is listed
- Submit application to campusrec@longwood.edu or in person/by mail to:
Longwood University Campus Recreation
304 Health and Fitness Center
201 High St.
Farmville, VA 23909

SELECTION PROCESS

- Fall Applications due by 1st Wednesday in April.
- Spring Applications due by 1st Wednesday in November.
- May have seasonal work opportunities in Summer and Winter.
- To be considered for the time of year applying to, applicants should submit their application by the due date listed above, however Campus Recreation will accept all applications at any time and may reach out at any point in the year to applicants.