

Graduate Assistantship Intramural Coordinator

Overview

The position of Intramural Coordinator will provide an individual with the many opportunities to create, plan and organize intramural events. The coordinator will do all planning, marketing and organize for events. This position will offer a large variety of experiences that are beneficial to all disciplines.

Position Description

- Create, plan, and coordinate a multitude of campus programs
- Develop skills planning and creating events including organizational skills, marketing skills, public relations skills and program development skills
- Organize and report on data obtained from facility usage reports, class participation surveys, and customer service surveys
- Work with and mentor undergraduate students working at the fitness center as staff
- Create community contacts while organizing and planning campus events
- Update and maintain Fitness Center web page

Basic Requirements

- Strong written and oral communication skills
- The ability to work collaboratively with the Director and with fitness center staff to plan and organize events
- Strong computer skills and familiarity with Microsoft Office Suite, Microsoft Publisher and web page software
- An interest in sports and fitness is highly recommended

Specific Assignments/Responsibilities

- Create a plan a semester in advance for the intramurals that will be offered. The plan should include sports, dates, times, locations, and resources needed.
- Plan and hold Captain's meetings for various sports.
- Use Tournament Builder Software to schedule sports. Use tournament builder web function to add the schedules to Kelchner Fitness Center's web page.
- Keep Kelchner Fitness Center staff updated about intramural events. Keep front desk notebook up to date with schedules and information so staff can stay informed.
- Update Kelchner Fitness Center webpage with sports schedules, rosters, information about current offerings and more.
- Schedule and train student referees to work intramural games. Arrange for training from campus experts for sports when needed. For example, ask basketball coaches, softball coaches for clinics for referees.
- Help administer ACIS sponsorship programs.
- Create flyers, email announcements, radio ads, and television ads to promote Kelchner Fitness Center intramural activities.
- Submit a semester report detailing participation in Intramurals. Report should include; number of students in intramurals, number of males, number of females, number of students in each sport etc.
- Create and hold 2 special events per semester. Special events could include slam-dunk contests, free point shootout, 3 on 3 tournaments, goal kicking contest, or any number of ideas.
- Assists in development of procedures and policies for intramural programs.
- Responsible for communicating equipment needs in a timely manner to Recreation Center Coordinator for sports and intramural programs.
- Provide oversight to day-to-day intramural games and activities.

- Work closely with Fitness Center Student Workers and Fitness Center Director to meet the needs of the campus community with recreation programs that are safe and open to people of all abilities.
- In conjunction with the Kelchner Fitness Center Recreation Coordinator identify and create a budget for the intramurals program including equipment, staffing, special events, and supplies.