

Student Staff Job Description

Position Title: Intramural Official **Department:** Campus Recreation
Date: 8/15/2020 **Compensation:** \$12.00

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff. Job Announcements and interview questions will be developed from the information in this job description.

Position Summary:

Intramural Sports Officials are responsible for providing an atmosphere of fun in a competitive, yet safe, environment. Officials must be able to implement Intramural Sports policies and playing rules in order to maintain an appropriate level of control, fairness, and safety. They should maintain a positive attitude on-site and should always be striving to improve their officiating skills.

Specific Duties/ Expectations of the Position:

- Report to all assigned shifts on time and prepared
- Officiate Intramural contests with an emphasis on maintaining a safe environment for all participants
- Support and respect Intramural Supervisors and fellow officials and scorekeepers at all times
- Assist with pre and post-game logistics
- Assist with preparation and inspection of the game site
- Understand emergency/evacuation procedures
- Provide positive public relations, program promotion, and policy education to participants
- Attend all officials training clinics
- Provide a friendly, upbeat and customer service oriented environment at all times
- Willingness to learn how to officiate multiple Intramural Sports

Requirements of the Position (minimum):

- Previous officiating experience
- Previous customer service experience
- Knowledge of game and rules and Intramural policies
- Excellent oral and written communication skills
- Adherence of no reading, studying or use of non-CRD electronic devices will be allowed while on duty
- Ability to work independently

Outcomes of Student Employment:

- Writing skills, Verbal communication, Diversity, Functioning independently, Conflict negotiation, Problem solving, Preparation for employment outside of college, Learn about career options and See connection between work and academics

Working Conditions:

- Ability to lift 45 pounds regularly and 100 to 150 pounds occasionally; ability to walk and stand for extended periods of time
- Physical strength in back, arms and legs to be able to sweep and carry items
- Ability to bend, stoop, kneel, stretch and reach constantly
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information:

- This is a temporary work position. The position is subject to renewal prior to each academic term.
- Campus Recreation is open on some designated official university holidays. Employees are expected to work during holidays, break weeks and special events as scheduled.
- In case of inclement weather when classes are cancelled, employees are expected to report to work as scheduled.
- In-service trainings will occur before and during the term; they are mandatory.