

Student Staff Job Description

Position Title: Sports Specialist **Department:** Campus Recreation
Date: 2/19/2021 **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:

The Sports Specialists are responsible for providing a welcoming, inclusive and safe atmosphere for WOU's Intramural and Club Sports programs. The Sports Specialist is also responsible for helping maintain a clean and safe atmosphere at the Campus Recreation Turf Field. Sports Specialists must be able to implement Campus Recreation policies and playing rules in order to maintain an appropriate level of control, fairness, and safety in all our sports programs and facilities. They should maintain a positive attitude on-site and should always be striving to improve their communication, conflict resolution, and customer service skills.

Specific Duties/ Expectations of the Position:

- Preparation and inspection of the facilities used for Intramural and Club Sports events, including the set-up and tear-down of equipment and removal of safety hazards
- Provide gameday management & policy enforcement during Intramural events and club sport home games
- Assist with the check-in and monitoring of club sport practices to ensure compliance with safety policies and procedures
- Perform a variety of administrative duties including preparing check-in paperwork and inputting game schedules results
- Officiate Intramural contests with an emphasis on maintaining a safe environment for all participants
- May assist with the promotion/marketing of Club & Intramural Sports to the WOU community
- Other duties as assigned

Requirements of the Position (minimum and preferred):

- Must be a student enrolled at WOU (M)
- Ability to work evenings and weekends (M)
- Ability, or willingness to learn how to officiate multiple Intramural Sports (M)
- CPR/First Aid Certification (P)
- Previous sports officiating and customer service experience (P)
- Knowledge of game and rules and Intramural policies (P)

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
- Ability to work in various/increment weather conditions
- 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.