



Recreation Programs

Student Employment Opportunities

Program Assistant

Job Description: The Program Assistant provides additional support to the Assistant Director of Recreation Programs through clerical and programmatic tasks. The responsibility involves answering phones, serving as an information source for the Recreation Programs, compiling assessment data, and researching potential recreation programs. In addition, they assist with department-wide initiatives conducting research to gain additional information and assisting with the implementation of these initiatives.

Responsibilities:

- Assist with the creation of recreation programs, for example, regional tournaments, including the communication, distribution, collection, and data entry of registration materials.
- Implement the tournament with the days' agendas and information resources for participants.
- Serve as a liaison between customers and the Recreation Programs office
- Assist with typing, filing, mailing, ordering supplies, and answering phones
- Research and/or create policy documents for the recreation program, including assessments, promotional materials, training manuals
- Other duties, as assigned.

Qualifications:

- Typing and organization skills
- Excellent phone etiquette and customer service
- Ability to work independently and problem solve when needed
- Work an average 15 hours per week.

Office Assistant

Job Description: This position is responsible for clerical responsibilities, including but not limited to, answering phones, typing, copying, compiling mailings, and serving as a basis resource for questions about the Recreation Programs.

Responsibilities:

- Assist with Typing, filing, mailing
- Excellent customer service to patrons
- Answering phones

Qualifications:

- Typing and organization skills
- Excellent phone etiquette and customer service
- Work an average 5-10 hours per week

Intramural Official

Job Description: This position will officiate Intramural Team Sports including Flag Football, Basketball, Soccer, Volleyball, and other Seasonal Team Sports. Work under the supervision of the Student Supervisor of Intramural Sports along with Intramural Coordinator. Attendance is required for the mandatory training and staff meetings. Student sport officiating is a seasonal employment opportunity.

Responsibilities:

1. Provide Pre-game assistance
 - Responsible for setting up equipment for the evening and/or weekend activities
 - Sign-in and collect student ID's of Intramural Teams
 - Assist in examining facility for safety hazards
2. Provide quality officiating during contests
 - View and follow the Intramural Sports contest and enforce the rules judiciously as possible
 - Oversee the Intramural Sports contest and ensure participation takes place in a safe manner
 - Maintain score during competitions and statistical information when necessary
3. Assist in post game duties
 - Assist in completing any forms that are in need of completing
 - Assist in closing down the activity area and collecting/ inventorying equipment at the conclusion of activities
 - Assist in securing facility at the conclusion of the Intramural activity
4. Other duties, as assigned
 - Attend regular staff meetings
 - Complete necessary paperwork before, during, and after competitions

Qualifications:

- Excellent customer service when serving participants
- Participation and sports officiating experience is preferred.
- Responsible for safe play, equipment, and general welfare of the Intramural program
- Ability to learn new skills and knowledge related to multiple sports
- Timely, respectful, and responsible
- Ability to work an average of 7 - 15 hours per week

Intramural Supervisor

Job Description: The purpose of the supervisor position is to supervise intramural team sports including flag football, volleyball, kin-ball, outdoor soccer, basketball, and other activities. Supervisors are also responsible for overseeing and managing a safe and pleasant atmosphere for intramural participants and for assisting the professional staff when needed. Attendance at mandatory supervisors, officials, and captains meetings is also required. Work under the supervision of the Intramural Coordinator along with the Assistant Director of Recreation Programs. Student supervising is a semester employment opportunity.

Responsibilities:

1. Provide pre-game assistance for the set-up of intramural sports
 - Arrive early and set up the facility for the intramural activity
 - Pick up daily game sheets and keys for the day's/night's activities

- Bring first aid kit and cell phone to event.
 - Assist in setting up equipment for the day's/night's activities
 - Assist in examining facility for safety hazards
 - Assist in signing in intramural teams and in verifying their eligibility
 - Assign the intramural officials to their field/court assignments
 - Act as a resource and service person for participants
 - Complete the required forms
2. Provide quality supervision during contests
 - View the intramural contest and attempt to anticipate problems
 - Oversee the intramural contest and ensure participation takes place in a safe manner.
 - Never leave any intramural event unsupervised.
 - Assist in providing training and support to the intramural officials staff
 - Diffuse any potential problems involving spectators or players
 - Fill out any forms that are required during the day's/night's events
 - Aid participants with injuries by providing First Aid and CPR, and report all injuries or problems to the Intramural Coordinator.
 - Dissipates Disagreements
 - Maintain control during games
 - Be knowledgeable and use Risk Management Plan
 - Enforce Intramural and Rider University policies
 3. Assist in post-game duties
 - Assist in completing any necessary forms
 - Assist in storing any equipment at the conclusion of the intramural activity
 - Submit the appropriate paperwork and keys at the conclusion of the day's/night's activity
 4. Other duties, as assigned.
 - Create Intramural competition schedules with approval of Intramural Coordinator
 - Assist in the Intramural Officials training program
 - Working knowledge of the Intramural Risk Management Plan and enforcement of the plan
 - Meeting weekly with Intramural Coordinator

Qualifications:

- Excellent customer service when serving participants
- Previous experience in the intramural sports program
- General knowledge of recreational sports programs
- Possess good leadership skills
- Ability to effectively supervise others
- Possess good written and oral communication skills
- Possess good conflict resolution skills
- Available to work evenings, and some weekends
- Thorough knowledge of the Intramural Sports policies and procedures.
- A thorough knowledge of the sport being supervised.
- A thorough knowledge of the officiating aspect of Intramural Sports
- Ability to deal with difficult people in a professional manner
- Certification in First Aid and CPR or be willing to obtain certification
- Strong interpersonal skills
- Work an average of 7 - 15 hours per week