

WEST CHESTER UNIVERSITY

Department of Campus Recreation

Intramural Official Position Description

Position Description:

Join West Chester University and the Department of Campus Recreation in one of the more experiential educational and active life-style departments on our campus! If you possess the ability to consistently offer outstanding customer service, show a willingness to learn and engage with others to create an inclusive and welcoming environment and have a strong attention to detail Campus Recreation is the place for you!

Duties:

- Officiate and score-keep intramural sporting events
- Ensure all participants access the field/court of play with proper and valid identification
- Ensure a safe environment for all by monitoring activities of members while participating in intramural sports
- Monitor sportsmanship among teams
- Enforce university and department policies as needed
- Be familiar with all aspects of Campus Recreation to better assist member inquiries
- Other duties as assigned

Required Qualifications:

- Currently enrolled student at West Chester University
- Complete all payroll and background clearances as required by West Chester University
- Certification in CPR/AED/First Aid (or ability to obtain within 90 days)
- Ability to perform physical labor which includes running, standing and lifting materials and equipment up to 30 pounds.
- Attendance of intramural sports training clinics prior to officiating a specific sport
- Provide a flexible schedule offering the ability to work evenings, and weekends
- Strong interpersonal skills

Preferred Qualifications:

- Ability to officiate multiple sports
- Strong critical thinking skills

Learning Outcomes:

- Intramural officials will have better communication and conflict resolution skills by learning and enforcing rules
- Intramural officials will develop a sense of teamwork

This is a part-time position starting at \$8.25 per hour.

Application Process:

- Attend a Campus Recreation Recruitment and Information session
- Successfully complete the Campus Recreation Employment Application and submit the application with a current resume at the Student Recreation Center Welcome Desk
- Attend a Campus Recreation On-boarding session fully completing all required paperwork

For any questions, please contact the Assistant Director of Intramural Sports, Dan Comas at DComas@wcupa.edu