

Position Title: Student Assistant Coordinator, Intramural Sports
Status: Student Part-time/Non-exempt (Student Assistant II)
Location: California State University East Bay, Hayward, CA
Reports To: Associate Director, Recreation and University Unions

Position Description

Within Recreation, Wellness, and University Unions (RWUU), the Student Assistant Coordinator of Intramural Sports is responsible for assisting in the visioning, development, and delivery of an inclusive, safe, and fair intramural sports program. Duties may include recruiting, hiring, training, scheduling, and mentoring intramural sports officials and supervisors, planning and organizing tournaments and special events, marketing and promoting programs and services, enforcing Intramural Sports and/or RWUU policies and procedures, and general oversight of the program. Additionally, the Assistant Coordinator for Intramural Sports;

- Engages in student professional development through the enhancement of the RWUU 4-Principles of Leadership including problem solving, communication, teamwork, and a commitment to the member experience;
- Assists with creating a culture of sustainability for RWUU and campus community by helping to fashion a more just, humane, and sustainable world;
- Upholds policies, procedures, and environmental strategies to minimize risk and enhance the general safety of RWUU members and employees.

Essential Duties and Responsibilities

1. Assist in the recruiting, interviewing, and hiring of all Intramural Sports Officials and Supervisors.
2. Develop and deliver specialized in-house officials training and developmental workshops for sports such as Basketball, Football, Volleyball, and Soccer & Indoor Soccer.
3. Provide additional mentorship, training, and guidance for Intramural Sports staff.
4. Provide general oversight of Intramural Sports program and staff.
5. Manage online registration system for Intramural Sports and input daily game results and statistics.
6. Develop, revise, and deliver semesterly Captains Meetings as needed.
7. Schedule league games and playoffs.
8. Inventory equipment on a semiannual basis and make recommendations for future purchases.
9. Plan and execute semester tournaments, special events, and other activities.
10. Advise on the creation and revision of Intramural Sports policies for staff and participants.
11. Compile and maintain detailed reports and logs related to league and tournament participation, as well as injuries, incidents, and ejections.
12. Attend scheduled staff meetings and participate in RWUU meetings.
13. Engage in RWUU strategic committees /



19. Other duties as assigned

Required Qualifications

1. Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students). Summer term enrollment is not required.
2. Minimum of one year working/interning/volunteering/coaching/officializing in one or more of the following sports leagues: basketball, football, soccer, volleyball.
3. Ability to work approximately 20 hours a week with minimal conflicts.

Preferred Qualifications

1. Previous experience organizing sports leagues and/or tournaments.
2. Previous sports officiating experience (youth leagues, middle school, high school, collegiate, etc.).
3. Prior experience with delivering strong customer service.
4. Demonstrated ability to communicate effectively.
5. Demonstrated ability to engage in conflict management.
6. Demonstrated ability to lead a staff (i.e. Internship, previous managerial experience).
7. CPR/AED/First Aid Certified