



# ANDERSON UNIVERSITY

Department of Student Life

## Intramurals Job Description

### **Intramural Duties:**

Successful candidates should have some basic knowledge and interest in team sports, but do not need experience playing all sports offered. The nature of these positions requires student staff to work multiple afternoons and evenings during the week with relatively little work on the weekends. Interested applicants must enjoy working with a diverse population and have a passion for working in an inclusive community where relationships can be fostered through sports.

### **INTRAMURAL STAFF (5-6)**

- Schedule and organize all sports for the academic year
- Officiate and supervise numerous sports each season
- Facilitate, organize and publicize events
- Organize sign-ups and captains' meetings
- Become familiar with all rules for each season
- Educate referees on each sports' rules
- Organize referee sign ups and referee scheduling
- Debrief and Evaluate events
- Assist in the distribution of Stall Talks and event advertisements

### **Expectations and Requirements:**

- Attend IM Training and CAB/IM Retreats
- Attend all Staff and Captain's meetings
- Meet bi-monthly with Coordinator or GA of Student Engagement
- Return early for spring retreat in January
- Work 2 days/nights per week with season play applicable to that season
- Execute referee training and/or season scheduling
- Attend all IM Sponsored events (Late Night Volleyball)

### **Personal Responsibilities:**

These responsibilities are in addition to scheduling, planning, setting up, and reffing but will not exceed 5 hours extra work per week

- Equipment Manager/Rental Coordinator
- Outreach Coordinator
- Referee Manager
- Rules Manager
- Creative Advertising Coordinator
- Creative Marketing Coordinator
- Student Director of Intramurals

\*See other documents for more detailed descriptions of Secondary Responsibilities\*

1100 E. 5<sup>th</sup> Street, Anderson, IN 46012 -3495

Academic and Christian Discovery



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## **PERSONAL RESPONSIBILITIES: Intramural Sports Staff (IM) Equipment and Rental Manager**

### **Equipment Responsibilities**

1. Make sure all equipment in both IM shed and office is in good working order.
2. At the beginning and end of each semester complete a full equipment inventory.
3. One week before each season do an inventory of the equipment needs for that upcoming seasons' sports.
4. Keep updated rules in IM office
5. Maintain office cleanliness. (Take out the trash, Vacuum, and organize items)
6. Take Lost and Found items to Goodwill at the end of each semester.
7. Give a list of needed equipment for each season to Coordinator and purchase items when approved.
8. Clean out and organize shed as needed.
  - a. Throw away broken or bad equipment
  - b. Sweep out at least once per outdoor season
  - c. Organize all items in the shed

### **Rental Responsibilities**

1. Coordinate with outside group leaders with equipment borrowing the Intramural program.
2. Maintain a spreadsheet of equipment rented with groups' name, contact information, time taken and time returned.
3. Return all equipment back to its original space for IM use after renters return items

### **Connections**

1. Networking with area schools and their IM staff, if a possibility
2. Research operations of other Intramural offices at other institutions to find ways things are done differently/better/worse to ultimately enhance AU IM's service.



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## **PERSONAL RESPONSIBILITIES: Intramural Sports Staff (IM) Outreach Coordinator**

1. Attend one RA staff meetings for each building and each buildings all-hall meeting each semester (do this at the same time as CAB Outreach Coordinator)
  - a. Highlight IM events of upcoming semester
  - b. Hand out calendars if needed
  - c. Explain your role and how you will be in contact throughout the semester
2. Create email list w/ every RA/RD, designated social/service club persons, interest club contacts, head coaches for easy email communication (collaborate with CAB OC)
  - a. Send out emails of advertisements, such as videos, and of course weekly current event news about programs/activities
  - b. Create and coordinate incentives programs for groups, clubs, staffs to participation in an IM season sport.
3. Serve as a liaison for other outside groups (both AU and non-AU affiliates)
  - a. Be responsible for helping groups from initial contact to follow through
    - i. If people come to our department for the first time, they will come to this person and they will direct them to the person they need or the services we can provide them.
  - b. Maintain sign-up sheets and other needs of the group
  - c. Inform staff of details to be prepared to help office visitors
4. Collaborate
  - a. If a group is interested in collaborating, meet with the group to discuss expectations, talk to Student Director and Coordinator of Student Engagement to evaluate if it is a good use of time and resources and ways IM will be willing to help.
  - b. **Captain Liaison:** Form a council of 3-6 avid and loyal IM captain's to meet with each season (mid-season), to garner concerns, questions, challenges, etc.
  - c. Assume role as primary captain email correspondent.
    - i. Sending rules, updates, meeting info, etc. throughout the year.



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## **PERSONAL RESPONSIBILITIES: Intramural Sports Staff (IM) Rules Manager**

1. Become well versed in rule knowledge and be proactive in helping to prepare staff and refs in knowing rules before each season begins.
2. Complete up-to-date and relevant rules for every sport offered by AU IMs.
3. At least 2 weeks before each season's complete forms and upload to IMs Google Drive.
  - a. Make sure rules are factual and coincide with current events happening in the world of that particular sport
  - b. Working with Student Director of IMs in possibly changing a rule or re-visiting a rule that was unclear from past years.
    - i. Referring to past years' evaluations and making necessary changes if issues arose with certain rules.
4. Print off copies of completely revised and completed rules to put in KWC IM office.
5. Notify all referees and IM Staff members of updated rules and location.
6. During staff meetings or ref training meetings take the lead in communicating each rule effectively and what each rule means to ensure understanding is happening within the staff.



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## **PERSONAL RESPONSIBILITIES: Intramural Sports Staff (IM) Referee Manager**

1. Complete referee evaluations during each seasons' play and work with Student Director to collaborating with other schools in events where AU IMs may travel or bring visitors in.
2. Serve as the sole person in giving corrective and constructive criticism to refs, aside from Student Director.
3. Make sure refs are on time to work and engaged in officiating games.
4. Facilitate appropriate conversations with refs about areas of improvement
  - a. Report to Student Director and Coordinator for Student Engagement if problem persists
5. Develop and facilitate Referee training each season (4)
  - a. Lead 2-3 hour session with dynamic, focused, and intentional training initiatives to prepare both referees and staff for all officiated sports during each season.
  - b. Prior to the official Referee training experience, train staff on key areas of each sport.



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## **PERSONAL RESPONSIBILITIES: Intramural Sports Staff (IM) Creative Advertising Coordinator**

### **Advertising**

1. Work with CAB Creative Advertiser(s) to enhance and extend the ways to market and advertise IM's.
2. Create at least 1 form of creative advertising for each season and for each of the 4 IM tournaments
3. Take lead in developing design for Champs and All-Star shirts as well as poster designs.
4. Utilize some form of guerrilla advertising for each season/tournament
5. Serve as IM co-photographer

### **Manage IM Bulletin Board**

1. Updated each day to represent the most current news needed for students to see.
2. Update the following bulletin board panels:
  - a. Staff members at the beginning of each semester
  - b. Player of the Week - each Friday
    - i. Pics of male and female athlete winners with small bio of each person
    - ii. Updated overall Player of the Week sheet to be printed and posted on Player of the Week panel.
    - iii. Inquiries with IM staff and refs about selecting proper candidates each week should be concluded after Thursday day/night's play.
    - iv. An email should be sent at the end of play on Thursday to both male and female winners informing them of their accomplishment AND setting up a time for them to get pictures taken by you for the board.
  - c. Tournament information - show brackets during tournament time
  - d. Scheduling - Include season's schedule and change when appropriate



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## **PERSONAL RESPONSIBILITIES: Intramural Staff (IM) Creative Marketing Coordinator**

### **Videography**

1. Assume role as primary IM videographer/photographer
2. Create promotional videos over the course of the year for Intramurals
  - a. 4 videos promoting each of the 4 seasons
  - b. 1 video for each of the 4 CAB/IM partnered events (ex. Labor Day Vball, 3v3, etc.)
  - c. 1 end of year comprehensive video including clips and pictures for the entire year of AU IM activities/events
3. Taking pictures/short clips from each sport, each season to get good footage for the creation of required promos.
4. Keep electronic records and/or document for each creative advertisement completed and put them in the IM folder for future reference (google doc).

### **Social Media**

1. Manage and update Intramural social media accounts
  - a. Develop a weekly schedule so that all accounts are effective and frequently used.
  - b. Check the IM page on Anderson Website to make sure it's updated and accurate.
2. Work with Outreach coordinator in promoting those unique events with other departments
3. Follow/share/retweet events for CAB, Mocha Joe's, Social Clubs, Interest Clubs. CRC, Alumni, etc.

\*This person must be proficient in editing and videography\*



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## **PERSONAL RESPONSIBILITIES:**

**Intramural Staff:**

**Student Director of Intramurals**

### **Position Summary:**

The Student Director of IMs is created to build a stronger professional and relational connection from the office of Student Engagement to IM's for the campus community. This individual is tasked with providing a strong sense of accountability for the IM student staff in executing their jobs with excellence. The SD will bring a mature presence to the fields and courts as well as advise game play in terms of ensuring that a safe environment is being fostered and that contests are being officiated in a way that is professional and relational for our participants to enjoy. The SD, along with the Coordinator of Student Engagement, will work closely together to create a dynamic, impactful, and nurturing service to our faculty, staff and students in the form of Intramural sports.

### Duties:

- Serve 6 hours/week of "staff presence" during league play and playoffs each season
  - (2) -- 3/hr days per week
- Meet weekly with the Coordinator of Student Engagement
- Presence at scheduling meetings, captain's meetings and any/all other assigned staff meetings
- Leadership over student staff and their Personal Responsibilities
- Intentional role in preparing and updating rules and policies for each sport
  - Coordinate with Rules and Ref manager and Lead Referee to assist in Staff and Referee Training
- Presence, as assigned, at 4 CAB/IM tournaments during the school year
- Other duties as assigned

### Expectations:

- Foster a holistic environment for student development
- Continual training and holding staff and referees accountable to their positions
- Build relationships with student staff, referees and participants
- Ensure a safe playing environment is established at any/all contests
- Enjoy being immersed in sports

\*This Student Director will not exceed 10 working hours per week

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