

## POSITION DESCRIPTION

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**TITLE: Intramural and Club Sports Coordinator – (Full-Time, Contingent)  
10-Month**

**Collective Bargaining - Ineligible – Contingent**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

The Intramural and Club Sports Coordinator is responsible for developing, coordinating, and administering the intramural and club sports programs. This role includes planning, organizing, and promoting a wide range of sports activities to enhance the student experience, foster community engagement, and promote physical well-being. The coordinator will work closely with students, staff, and other stakeholders to ensure a safe, inclusive, and enjoyable environment for all participants. This position reports to the Director of Athletics & Recreation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Designs and implements a diverse array of intramural and club sports programs.
- Schedules and oversees regular intramural leagues, tournaments, and special events.
- Coordinates with club sports teams to support their activities, including practice schedules, competition arrangements, and travel logistics.
- Promotes intramural and club sports programs to the campus community through various marketing and communication strategies.
- Fosters a welcoming and inclusive environment for all participants, regardless of skill level.
- Ensures all intramural and club sports activities adhere to safety guidelines and best practices.
- Oversees the use and maintenance of sports facilities and equipment.
- Coordinates facility reservations and ensures spaces are prepared for activities.
- Manages inventory and procurement of sports equipment and supplies.
- Coordinates, implements, and evaluates a comprehensive Sport Club Officer Training curriculum for the 15 Sport Clubs. Develops and facilitates officer training to ensure sport club compliance with SMCM Athletics and Recreation guidelines pertaining to day-to-day operations, risk management, hazing, and off-campus travel.

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- Coordinates student development opportunities for sport club officers through yearly programs to target leadership and personal growth.
- Recruits, trains, evaluates, and schedules intramural student staff members.
- Assists in the training of student managers.
- Develops and implements club sports student leaders' program.
- Serves on campus committees as required.
- Provides an annual report of activities.
- Adheres to and follows all rules and guidelines of the College, and the appropriate club and intramural organizations.
- Serves as a Campus Security Authority in accordance with the Clery Act.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; Master's degree preferred from an accredited institution .
- Experience: One or more years of referee, campus recreation, or other sports management experience.
- Experience in Whentowork Software, Fusion Software, IMLeagues Software or similar software.
- Current CPR/First Aid/AED Certification or eligible to be certified.
- Ability to administer multiple ongoing tasks and follow complex administrative procedures.
- Ability to travel occasionally.
- Ability to work weekends and nights.
- Must possess a valid driver's license.
- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.