



University of Minnesota Duluth – Recreational Sports Outdoor Program

## Intramural Supervisor

### **Position Description:**

Intramural Supervisor is essential to running the Intramural Program. Intramural Supervisors are in charge of at least one sport per season. They work directly with the sport officials and help the Intramural Coordinator in every aspect of their sport.

### **Required Qualifications (Including certifications and trainings):**

- Must have officiating and/or Intramural Office experience
- Certified in Professional Rescuer CPR/AED
- Willingness to engage and assist participants
- Must be able to handle conflict
- Friendly, ambitious and positive attitude
- Must be able to manage a staff of officials
- Needs to have excellent time management skills

### **Duties and Responsibilities**

- Prepare facilities for Intramural Sport
- Assist with Intramural Sport's and Open Rec injuries
- Conduct captain's meeting
- Schedule officials
- Conduct official's clinics
- Supervise and evaluate officials
- Resolve conflicts with IM games
- Other duties as assigned

**Pay:** 8.50/hour. Minimum 14 hours a week, maximum 40.

**Position Dates:** Fall/Spring Semester, Mon – Thu 5:00 PM – 12:00 AM, Sun 3:00 – 9:00 PM. Mandatory Training will take place on Sunday September 4, 2011.

### **Professional Supervisor:**

Joel Sanderson - 198 SpHC or call 218-726-7648 or e-mail [jsander3@d.umn.edu](mailto:jsander3@d.umn.edu).

**Deadline for applications is 5:00 PM, December 12<sup>th</sup>.**

**University of Minnesota Duluth  
Recreational Sports Outdoor Program**



**Application for Employment as a Student Supervisor**

**This application should be completed and returned to 153 SpHC (Joel Sanderson) by 5:00 PM on Monday, December 12<sup>th</sup>.**

Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.

E-mail address \_\_\_\_\_

Current Address \_\_\_\_\_  
Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Phone \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Birth Date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Occupational Goals \_\_\_\_\_

Have you ever worked as an employee of the Recreational Sports Outdoor Program at UMD?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list positions and dates of employment

\_\_\_\_\_

\_\_\_\_\_

List other employment experience

Position	Employer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Certifications:**

List any current certifications or special skills you have that are applicable to this position (First Aid, CPR, WSI, etc.)

Certificate	Expiration Date

Do you have Work Study eligibility?      Yes\_\_\_\_\_      No\_\_\_\_\_

If so how much? \_\_\_\_\_

List any additional information you feel may support you in performing this job.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe your interest in the position and how you can contribute to the Recreational Sports Outdoor Program department.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**These questions should be answered on a separate page and turned in with you application**

- 1) How do the responsibilities of this position fit into your future plans? (academically, professionally, etc...)
- 2) As a member of the Recreational Sports Outdoor Program management team, what would your primary goals be?
- 3) The Supervisor’s position requires a varying time commitment which sometimes can be very demanding. How do you maintain a healthy lifestyle balance during stressful times?
- 4) What role does recreation play in your life?
- 5) Describe your most memorable and valuable leadership experience.
- 6) What is one thing that you would change about the Intramural Sport Program and one thing that you would never change?