**Intramural Sports Site Supervisor**

**Definition:** Under the direction of the Sports and Facilities Coordinator, and the Intramural Sports Supervisor, responsible for the supervision of Intramural Sports contests and special events.

**Duties:**
- Ensure each Intramural Sport contest is delivered in a safe and enjoyable manner.
- Responsible for the enforcement of rules, policies, and procedures as outlined in the Intramural Sports Handbook.
- Responsible for the content of the Intramural Sports Staff Handbook.
- Prepare the playing site (field/gym) for competition and ensure that it is safe and free of hazards.
- Responsible for the cleanliness of equipment.
- Ensure participants observe Program rules and regulations regarding risk management, safety, sportsmanship, and policies and procedures.
- Exercise tact, good manners, and courtesy even when situations may become emotional.
- Maintain a positive and patient attitude at all times.
- Arrive at each shift in proper uniform and be prepared to officiate, if necessary.
- Assist in training clinics and practicals, as well as in the supervision and evaluation of Intramural Sports Officials.
- Provide Intramural sports Officials constructive feedback and input related to their on-filed performance.
- Other duties as assigned.

**Qualifications:**
- **Education:** Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. of 2.5 or better.
- **Experience:** Proven ability to officiate at the collegiate Intramural Sports level.
Demonstrated knowledge of the principles and practices of effective training and supervision of Intramural Sports Officials. Proven ability to assume a leadership position. Must possess current CPR and First Aid Certifications.

**Compensation:** $11.25 - $16.00 per hour.