



**COLUMBIA UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

<b>Job Title:</b>	<b>Club Sports Supervisor</b>		
<b>Department:</b>	<b>Athletics and Physical Education</b>	<b>Salary:</b>	<b>\$17.00/hour</b>
<b>Location:</b>	<b>Dodge Fitness Center Baker Athletics Complex</b>	<b>Supervisor:</b>	<b>Brian Jines Lauren Dudziak</b>

**Job Description**

Club Sports is a division of the Department of Intercollegiate Athletics and Physical Education that provides a variety of vigorous, fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, staff, and alumni participate in these activities.

**Essential Duties and Responsibilities**

- Provides direct supervision of Club Sport events that take place at the Dodge Fitness Center or Baker Athletics Complex.
- Arrive on time, dress in appropriate attire (uniform).
- Gain access to club sports facilities, report to work at least 30 minutes prior to the start of the first scheduled contest, set up and tear down fields/courts.
- Liaison with visiting club captains, coaches/instructors and athletic trainers.
- Minimize and eliminate hazardous situations.
- Maintain the safety and welfare of all participants, employees and spectators.
- Enforce all policies, rules and regulations in a professional manner.
- Recognize and respond effectively to emergencies.
- Complete accident reports immediately following injury.
- Complete appropriate records, reports, and timesheets.
- Have a working knowledge of the sport you are supervising.
- Continue to uphold and maintain a positive image of the Club Sport Program.
- Conduct yourself in a professional manner at all times.
- Notify the Director or Coordinator immediately of any issues concerning club sports.
- Complete other duties as assigned by the Director or Coordinator.

**Qualifications**

- Available to work days, nights and weekends.
- Currently enrolled Columbia University Student.
- Must have a positive attitude.
- Excellent customer service skills, communication and organization skills.
- Must be task-oriented and have great attention to detail.
- Extremely dependable and committed to their work.
- Willingness to learn and implement all rules and policies for Club Sports.
- Knowledge and experience in conflict resolution.
- First Aid & CPR certified, training will be provided.