### Job Title:
Intramural Sports Official

### Department:
Athletics and Physical Education

### Salary:
$15.00/hour

### Location:
Dodge Fitness Center

### Supervisor:
Brian Jines & Lauren Dudziak

### Job Description

#### Essential Duties and Responsibilities
- Arrive on time, dress in appropriate attire (uniform).
- Have knowledge of the sport you are refereeing.
- Enforce all facility and intramural policies, rules and regulations.
- Enforce the rules of the sport in a professional manner.
- Assist with the set-up and tear-down of fields/courts.
- Minimize and eliminate hazardous situations.
- Recognize and respond effectively to emergencies.
- Continue to uphold and maintain a positive image of the Intramural Program.
- Complete accident reports immediately following an injury.
- Complete appropriate records, reports, and timesheets.
- Attend all Staff Meetings and Sport Official training sessions.
- Follow all established policies regarding substitutes.
- Complete duties as assigned by the Director, Coordinator, and Intramural Supervisor when needed.

#### Required Qualifications
- Currently enrolled Columbia University Student.
- Must have a positive attitude.

#### Preferred Qualifications
- No prior experience as a sports official is necessary.
- Experience playing or participating in Intramural or Club Sport Programs.
- Flexible work hours.
- Dependable
- Self-Confident
- Willingness to learn and study all rules and policies of the Intramural Program.
- Ability to communicate tactfully with participants.