COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title: Club Sports Supervisor

Department: Athletics and Physical Education
Salary: $17.00/hour
Location: Dodge Fitness Center Baker Athletics Complex
Supervisor: Brian Jines Lauren Dudziak

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.
● Serve as a liaison between Club Sports and the Club Sports Office.
● Perform check in visits at Club Sport practices, lessons or other club functions.
● Record and update Club Sports data reports.
● Check Club Sports rosters and enforce Club Sports membership requirements.
● 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.
● 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.
● Proficient in word, excel and google docs.
● First Aid & CPR certified, training will be provided.