



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.
- 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.
- 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.