Brock

Recreation Services

Intramurals

Job Title: Coordinator of Officials

Qualifications:

1. Brock University full-time undergraduate student (3 full courses +) or part-time graduate student.
2. Certification in First Aid and CPR prior to beginning of league.
3. Applicants must have a minimum of one year experience with Intramural Staff.
4. All Intramural staff is required to have a basic understanding of league and tournament structure within sport.
5. Applicants must possess the ability to work well within a team and delegate tasks efficiently.
6. Special consideration held towards the applicants that demonstrate effective leadership qualities and conflict resolution skills.

Duties and responsibilities:

1. Will be very familiar with Campus Recreation policies and procedures, as well as specific rules to their sport.
2. Develop training resources and protocol for each official's clinic.
3. Run official's clinic and recruit new officials as needed.
4. Schedule/co-ordinate officials for each night of play.
5. Evaluate officials at beginning of season and mid-point – providing constructive feedback to officials.
6. Maintain on-going payroll records and contact information of officials annually.
7. Continually to communicate with sport conveners and group leaders concerning league and/or schedule changes.
8. Submit payroll and final report following completion of league.
9. Be available to step in as an official in case of emergency.
10. Other miscellaneous duties as assigned by supervisor such as updating rules, manuals and official evaluations.

Conditions of employment:

1. Knowledge of sport being supervised.
2. Knowledge of general Campus Recreation procedures.
3. Excellent ability to deal with people.
4. Good time management and organization skills.
5. Maintain staff training provided and attendance at staff meetings.
6. The ability to work in a team environment.
7. The ability to work flexible hours-evenings and weekends.
8. All successful applicants who are Brock students and Ontario residents will be required to fill out a student profile for the purpose of obtaining OWSP funding. Employment is not conditional on eligibility status.
9. Brock University is required to meet compliance with the Accessibility Standards for Customer Service (Ontario Regulation 429/07). All Brock University Recreation Services student employees must complete the required online training module prior to commencing employment.

Pay Scale: $10.25 - $13.50 per hour as of September 1, 2012

Applications available: December 3, 2012 by downloading the application form.
Application deadline: February 1, 2013, at the Welcome Desk, Walker Complex.