

Intramurals

Job Title: Intramural Group Leader

Recreation Services

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:

Specifically, Intramural Group Leaders are responsible for the direction, supervision, and on-going liaison with a specific group of sport convenors. Group Leaders also work in co-operation with each other, the Coordinators of Officials, Convenors and Supervisor.

- 1. Will be very familiar with Campus Recreation policies and procedures, and specific rules to their sport.
- 2. Must maintain on-going payroll records, notice/bulletin boards, and promotional material surrounding Intramurals.
- 3. Provide continuous communication/support to convenors, and coordinator of Officials concerning league and/or scheduling changes.
- 4. Co-ordinate convenor groups in each specific sport to determine responsibilities for each night of play.
- 5. Ensure that all paper work and records are maintained by convenors.
- 6. Ensure all incidents, problems and concerns are brought to the attention of the Intramural Coordinator.
- 7. Fill out work logs and weekly timesheets in detail.
- 8. Promote the leagues/tournaments for future purposes and to ensure that they are able to run in the present time
- 9. Provide assistance to the supervisor with miscellaneous duties such as event planning, promotions, and organization.

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. Group Leaders will be required to work 10-15 hours per week on average.
- 9. 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.
- 10. 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.

Payscale: \$10.75

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