

Coordinator, Intramurals

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 123002

Job Series/Job Family: Student Support & Success Series / Student Life Family

Reports To

Director, Student Life

Job Purpose

Coordinates all aspects of the Intramural Programs for ACC students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates significant and high-quality opportunities in a variety of indoor and outdoor intramural activities, including those for disabled students, to satisfy the diverse needs of students, including team and individual/dual sport activities, tournaments, leagues and fitness challenges for students.
2. Coordinates, promotes, advertises and schedules intramural games on and off campus.
3. Organizes, oversees, and evaluates all student Intramural Programs, including budgets, and recommends equipment purchases and repairs.
4. Assists in the implementation of risk management policies and procedures.
5. provides assistance for Student Life programs and participates on appropriate committees, as needed.
6. Researches and coordinates information regarding off campus facilities contracts for games and special events.
7. Coordinates with Student Life staff to maintain and improve website for online registration of events, leagues, etc.; tracks participation, maintains records and evaluations on participation and equipment inventory.
8. Attends and oversees intramural games; referees as needed; develops and implements team captain leadership training, referee and officials clinics; meets regularly with team student captains and student referees.
9. Creates and maintains program operation manual.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Event planning and coordinating processes.
- Rules, objectives, and regulations of sports and competitive games.
- Adaptation of sports for participation by disabled students.
- Programming and administering intramural and recreation activities.
- Administrative reporting processes.
- Student related activities and programs.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining a flexible and varying work schedule including mornings, afternoons, nights and weekends.
- Coordinating and prioritizing multiple projects with varying time lines.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating all phases of student activities, events, and programs.
- Effectively providing support and service to students, faculty, and staff regarding events, activities, and programs.
- Providing timely assistance to drop-in visitors as well as efficient follow-up to email and phone requests.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and scheduling software.

Physical Requirements

Required

- Position is very interactive; little time in office setting.
- Subject to standing, walking, running, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in decorating rooms, posting signs, event set up and overseeing sports activities.
- Occasional lifting and moving up to 50 pounds.

Work Experience

Required

- Two years experience in a sports/recreation setting.

Preferred

- Experience in higher education coordinating student life intramural programs.

Education

Required

- Bachelor's degree in Recreation, Sport Administration, Physical Education or related field.

Licenses/Certifications

Required

- First Aid and CPR certification.
- Valid Texas driver's license.

Preferred

- First Aid and CPR instructor certification.

Other

Required

- Reliable transportation needed for local Austin and Central Texas area travel.

Preferred

- Experience working with students with disabilities.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and

prudent actions to prevent others from engaging in unsafe practices.