



INTRAMURAL SPORTS OFFICIAL

PURPOSE

SRC Intramural Sports Officials are responsible for enforcing playing rules and intramural sports policies with participants and spectators. They are responsible for contributing to a fun and safe environment for friendly competition.

SUPERVISORY DUTIES AND RESPONSIBILITIES

- Oversee program participants and spectators; verify player eligibility.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES

- Officiate intramural sports contests.
- Assist with registration for each sport prior to each sport season.
- Educate participants and enforce intramural sports rules and regulations.
- Maintain appropriate level of control, fairness, and consistency in all game situations.
- Assist with pre and post-game logistics and administrative functions.
- Assist with preparation, inspection, and closing of intramural sports activity sites.
- Attend regularly scheduled officials training clinics.
- Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Resolve participant conflicts and disputes with tact and diplomacy.
- Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

- Always represent the SRC and CSUB in a professional manner and act as an SRC ambassador with an extensive knowledge of intramural sports playing rules, policies, and procedures.
- Possess general knowledge of all SRC facilities, programs and services.
- Serve as a role model to other student staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

QUALIFICATIONS

- Currently enrolled CSUB student with at least 6 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
- Ability to officiate multiple intramural sports.
- Knowledge of game rules and intramural sport policies preferred.
- Participation in Student Recreation Center Intramural Sports Official's training clinic.
- Previous customer service experience preferred.
- Experience with program participation preferred.
- Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire.

- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills.
- Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles.
- Willingness and ability to work early morning, night, weekend, finals, and semester break hours.

CLASSIFICATION AND COMPENSATION

Student Assistant I: 10-15 hours per week.

APPLICATION PROCESS

Applications can be found on [Handshake](https://csub.joinhandshake.com/login) - <https://csub.joinhandshake.com/login>