

# Intramural Sports Official Job Description

**TITLE:** Intramural Sports Official

[Apply via Handshake](#)

**ROLE:**

- Enforce all Competitive Sports policies, and sport-specific rules by officiating each contest in good faith.
- Facilitate captain's meetings prior to each contest to provide an overview of the rules to our participants.
- Utilize effective customer service skills to explain rulings when necessary.
- Provide a sportsmanship rating for each team at the conclusion of each contest.
- Maintain control of the contest, while also facilitating an atmosphere that is safe, fair, and enjoyable for all.
- Assist in set up and tear down of playing surfaces on a nightly basis.

**SUMMARY OF RESPONSIBILITIES:**

Intramural Sports Officials play a vital role in the day-to-day operations of the Intramural Sports Program. They are the front-line staff for all intramural activities and will officiate/umpire activities that require officials. As an official, your main duty is to enforce all Competitive Sports policies, and sport-specific rules. Officials will utilize effective customer service to remain in control of activities, while also ensuring patrons show good sportsmanship. Officials will also assist with special Intramural events. Their goal is to facilitate and create an atmosphere that is fun, fair, and safe, for all.

**\*Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

**PAY RATE:** \$11.00 per hour.

**TYPICAL WORK SCHEDULE AND HOURS:**

- Hours will vary based on the number of activities that are currently being offered, and participation counts.
- Shift schedules will be assigned weekly based on your availability.
- Each staff member is expected to work at least two shifts or 10 hours per week.
- Games are played Mondays – Thursdays, and may begin as early as 6:00 PM, and end as late as 11:00 PM based on the number of games being played. Shifts will begin/end 15 minutes before/after game times.
- Each official must attend all required trainings before they will be assigned shifts. This includes RecWell department trainings, and Intramural sport-specific trainings to learn the rules of each game.
- Student employees can work a maximum of 28 (domestic) or 20 (international) hours per week at on-campus jobs.

**MINIMUM QUALIFICATIONS:**

- Kent State University student
- Maintain an appropriate level of fitness to allow for participation in all activities.
- Must possess strong customer service, conflict management, and problem-solving skills.
- Ability to collaborate, and work well in teams to accomplish a common goal.
- Communicate effectively and professionally with staff, patrons, or guests at all times.
- Obtain and remain current with all required certifications (provided at no cost if hired)
- Remain eager to learn and grow, while maintaining proper knowledge of sport rules, and department policies
- **NO PREVIOUS SPORTS OR OFFICIATING EXPERIENCE NECESSARY!**

**HOW TO APPLY:** Applications will be accepted through Handshake. Hiring timelines will be based on the Intramural Sports schedule and staffing needs.

**QUESTIONS?** Contact the Competitive Sports Coordinator, Eli Mallahan at [emallaha@kent.edu](mailto:emallaha@kent.edu)

**SUPERVISOR:** The Intramural Sports Official's immediate report is the Intramural Sports Supervisor on duty during their shift. At all times, Officials will be supervised by the Graduate Assistant, and the Coordinator of Competitive Sports.

**APPEARANCE AND DRESS:** Intramural Sports Officials will be clean and neatly attired while on duty. A departmental staff shirt/official's stripes, black athletic pants/shorts and close-toed athletic shoes will be always worn. Work can take place indoors or outdoors. Dress appropriately for conditions if outdoors, while still adhering to the dress code policy.

**SUMMARY OF THE INTRAMURAL SPORTS PROGRAM:** Intramural Sports are designed for Kent State students to have a fun, safe, and recreational environment to play the sports they love, or try something new! We offer a combination of indoor and outdoor sports and activities throughout each semester. In general, our activities either occur as leagues, or single day events. For more information, please visit our website at <https://www.kent.edu/recwell/intramural-sports>

#### **OTHER REQUIREMENTS AND EXPECTATIONS:**

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
  - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. o (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Affairs, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

#### **ABOUT RECREATION AND WELLNESS SERVICES:**

- **MISSION STATEMENT:** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VALUES:** Belonging, Sustainability, and Excellence.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### **AVAILABLE RESOURCES:**

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

**NACE COMPETENCIES FOR A CAREER – READY WORKFORCE:** The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
<b>Job Responsibility 1:</b> Maintain a fun, safe, fair, and welcoming environment for all participants and spectators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 2:</b> Work as a team to settle any conflicts, delegate tasks, and officiate games fairly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 3:</b> Communicate effectively with patrons, other employees, and supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Responsibility 4:</b> Remain organized and aware of your schedule to prioritize both academic, and career success	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Job Responsibility 5:</b> Be confident with calls or rulings of both yourself, and co-workers to remain in control of games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 6:</b> Trust your own knowledge of rules and policies to make critical decisions in a timely manner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>