



Department: Campus Recreation
Program Area: Intramural Sports
Job Title: Intramural Sports Coordinator
Reports to: Associate Director, Campus Recreation Programs

Summary:

The Intramural Sports Coordinator is responsible for increasing the participation and diversity of Campus Recreation intramural and special events programs and participants. Collaborates with Campus Life partners (i.e. Wellbeing, Res Life, Student Engagement, Global Programs & Studies, and Diversity & Inclusion) to promote student engagement and foster physical wellbeing by all members of the campus community through intramural sports and special event programs. A vital component of this position is a demonstrated ability to work autonomously with initiative, critical and creative thinking; as well as a strong commitment to collaboration, student development, and customer service.

Essential Functions:

- Develops policies, rules, and regulations for intramural sports programs that promote safety, fiscal responsibility and participation.
- Creates and initiates league and game scheduling for all intramural sports and special events.
- Responsible for special event coordination and scheduling of intramural sports games and tournaments.
- Responsible for the hiring, training, evaluation, and development of Intramural Sports student staff.
- Supervises Intramural Sports staff involved with the execution of the weekday and weekend programs.
- Manage and purchase all Intramural Sports equipment.
- Responsible for marketing and promotion associated with the Intramural Sports program.
- Manage the Intramural Sports budget in conjunction with the Associate Director of Programs.
- Oversight of the risk management plan for Intramural Sports, making recommendations to the Associate Director of Programs.
- Responsible for the assessment and reporting of participation numbers, learning outcomes, and satisfaction for intramural sports and special events.
- Assists with special event programming including, but not limited to, new student orientation, MLK basketball tournament, and occasional late night programming in conjunction with the Campus Recreation professional staff.
- Develop and maintain relationships with students, faculty, staff and the Wake Forest community.
- Fosters an inclusive environment that is welcoming of all members of the campus community.
- Other job-related duties and special projects as assigned.

Other Functions:

- Assists with the management of activities and camp counselors for all-sports summer camp
- Assists with miscellaneous projects, trips, special events, etc. as assigned by the Associate Director of Programs.

Required Knowledge, Skills, Abilities:**Note:**

- Master's degree in recreation, student affairs, or related field with two years of related experience or an equivalent combination of education and significant full-time, professional experience.
- Knowledge of rules and officiating techniques in major intramural team sports.
- Experience hiring, training, supervising, and evaluating student employees.
- Effective written and verbal communications skills; Proficiency in computing skills and assessment including the use of imLeagues.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.