

# **DAPER Club Sports & Intramural Part-Time Supervisor**

(Department of Athletics, Physical Education & Recreation)

September - May

---

## **Department Description**

The mission of the Department of Athletics, Physical Education and Recreation is to bring students, faculty, and staff together in educational activities that promote healthy lifestyles, enhance a sense of community, foster growth in leadership and teamwork skills, and encourage the pursuit of excellence.

The Intramural Office is dedicated to providing opportunities to engage in physical activity and fellowship in an organized sports environment. The program offers 22+ sports, including multiple leagues to appeal to different skill levels, and serves over 2600 participants each year.

The Club Sports Office offers over 30 different club sports, and each club is either instructional or competition focused by nature. Many of the competition focused clubs have excelled at both regional and national level competitions, and some clubs have sent athletes to compete on the international stage. The instructional based clubs are staffed by dedicated experts who have numerous accomplishments and are keen to helping each student improve in their sport.

---

## **Basic Function and Responsibility**

This position assists the Manager of Club Sports and Intramurals with the organization of club sports and intramural activities for DAPER. Hours will vary slightly during the academic year to meet operational needs. This position supports the day-to-day operations for club sport and intramural programming for indoor and outdoor facilities.

## **General Schedule:**

*Some flexibility is available – Total Hours: 36.5 with ability to work up to 40 hours every week if desired.*

This position will be from September 12<sup>th</sup> - May 30<sup>th</sup>

Sunday: 12:00pm-8:00pm (8)

Monday: Off

Tuesday: Off

Wednesday: 5:00-11:30pm (6.5)

Thursday: 4:00-11:30pm (7.5)

Friday: 5:00-11:30pm (6.5)

Saturday: 1:30-9:30pm (8)

## **Minimum Skills Needed**

- Familiarity with recreational sports, preferably in a collegiate setting
- Excellent oral and written communication skills for general audiences
- Computer skills including Word, Excel, PowerPoint, and e-mail
- Ability to work independently and as part of a team

## **Duties**

### **Supervision of intramural games and club sport practices and events**

- Assist with questions and concerns from participants, explain and clarify program policies and procedures, and have a thorough knowledge of all Intramural Sport Rules
- Set-up and take-down of game equipment, ensuring equipment is maintained
- Check each reservation to see how many participants showed up, and follow up with any group that didn't show up

- Report risk management issues, ensure player eligibility and roster accuracy, assist with on-site injuries, complete injury report forms, and conduct equipment inspections and inventory
- Communicate with the Club Sports & Intramural Office and student leaders regarding any situations or forfeited games
- Willingness to learn and utilize software programs such as IMLeagues
- Submit work repair requests as needed
- Manage IM Basketball and oversee the basketball referees

### **Promote intramural and club sports**

- Update social media pages
- Collaborate with Intramural Executive Board to publicize upcoming leagues and season highlights
- Update marketing materials (Flyers, posters, slideshows, etc.)
- Collaborate with The Tech to increase coverage in campus newspaper
- Help coordinate and assist with tabling events
- Distribute tshirts to intramural league champions

### **Other responsibilities to support intramurals and club sports**

- Work closely with the Administrative Assistant to accomplish administrative tasks as needed
- Compile statistics and review participant satisfaction survey results
- Communicate with other on-shift building personnel

### **Qualifications**

- Preferred previous experience in activity management
- Enthusiasm and leadership ability
- Interpersonal and customer service skills
- Ability to work evenings and weekends
- CPR/AED and First Aid certifications, or a willingness to obtain this within 30 days

### **How to apply**

If you are interested in this position or have any questions, **please contact Nick Jewell, Manager of Club Sports, Intramurals, and Sport Camps – [njewell2@mit.edu](mailto:njewell2@mit.edu)**. Resume and letters of interest are being accepted on a rolling basis and will be reviewed as they are received. Applicant screening will begin early to late-July and will continue until a candidate is selected.

**Excellence | Education | Leadership | Community | Wellness**

---