**Title of Position:** Intramural Convenor

**Division/Department:** Athletics & Recreation

**Job Duties**

* To ensure proper implementation of the intramural games
* To ensure site or facility safety for off campus intramural games
* Pick up equipment and set up for games
* Have complete knowledge and enforce facility and common rules
* Have complete knowledge of rules for all sports/activities involved with and clarify any discrepancies with the Recreation Coordinator
* Report all concerns/problems to the Recreation Coordinator at the first opportunity
* Complete all Accident Report forms as well as Incident Report, as needed
* Attend all training sessions and meetings as requested by the Recreation Coordinator

**Qualifications**

* Knowledge in intramural rules and game play
* Experience and interest in athletics and recreation
* Must be dependable for scheduled shifts to avoid negative impacts on the College's ability to implement intramural events
* Excellent interpersonal and communication skills with the ability to deal with confrontation, challenge and protests
* Customer Service experience
* Current First Aid and CPR Certification

**Additional Information ie special equipment or travel**