

## General Intramural Supervisor

### Primary Function

The primary function of the Intramural Supervisor is to assist the Coordinator of the Intramural (IM) Program in running a safe, fun and successful Intramural program.

### Duties and Responsibilities

The Intramural Supervisor is responsible for the day to day operations of an Intramural League including, but not limited to, the following:

- Preparing information for, attending and addressing captains and free agents at the Captains' Meeting
- Scheduling of regular season games
- Data entry and updating of rosters onto Imleagues.com website on a minimum weekly basis
- Monitoring game sheets for ineligible players on a weekly basis
- Compiling and posting results and stats onto Imleagues.com website on a minimum weekly basis
- Scheduling of playoffs in conjunction with IM Coordinator
- Acting as first point of contact for communication with teams and team captains
- Assisting, informing and directing participants via in-person, e-mail and telephone communication
- Hiring, training and scheduling of officials (may need to administer officials' meetings and/or clinic)
- Ensuring that officials complete necessary paperwork prior to having them work (two weeks prior is the standard)
- Evaluating performance of officials, including follow-up training
- Officiating if officials are not available
- Compiling weekly payroll information for officials and submitting to Coordinator on time
- Maintaining weekly office hours
- Informing Coordinator of breaches of the Zero-Tolerance Policy, Fair Play Code or serious rule infractions/penalties
- Being knowledgeable and resourceful regarding rules of sport and knowledge of the game
- Being knowledgeable and resourceful regarding the IM program and Recreation Services as a whole
- Upholding and enforcing IM Handbook policies and rules of sport
- Updating sport rules and publishing them for teams and captains on Recreation Services
- Posting scores, standings, statistics and schedules on IM Board in Frank Kennedy/Max Bell/IGAC
- Taking photos and video of IM program
- Notifying Intramural Equipment/Facilities Supervisors of any equipment issues

- Being present (in facility – observing or working, not playing) at majority of regular season games and being present at all playoff games and championships to hand out awards, take photos, resolve issues, etc.
- Assisting with the organization and running the Intramural Year-End Wind-Up  
Attend all meetings as scheduled by the Coordinator
- Participate in the evaluation process of self, officials, peers, supervisors and program and strive to improve performance wherever indicated
- Represent Recreation Services in a competent, courteous and professional manner at all times

The Intramural Supervisor is responsible for assisting with the marketing and promotion of the IM program and Special Events including, but not limited to, the following:

- Participation in Orientation Week promotional activities to publicize Intramural Program to new and returning students

### **Qualifications**

- Full-time student at the University of Manitoba
- Able to balance school and work successfully
- General knowledge of sport and specific knowledge of at least two sports that the IM program offers
- Excellent verbal and written communication skills
- Ability to work and meet deadlines independently
- Basic computer skills
- Willingness to be part of a team-oriented work group
- Positive attitude and excitement about the IM program
- Previous officiating experience and previous IM experience preferred

### **Orientation and Training**

The Intramural Supervisor is required to attend all scheduled IM staff meetings, training session and individual meetings. The Intramural Supervisor is also required to read and understand the following:

- Intramural Handbook
- Intramural Official Job Description

The IM program serves as a “learning laboratory” where University of Manitoba students have the opportunity to compliment their formal education with quality, hands-on, practical work experience and on-the-job training. As such, student-employees are supported in both their academic and practical pursuits and are evaluated with a learning framework in mind.

**Wage and Schedule**

Intramural Supervisors are paid for a maximum of 0-15 hours/week at a rate of 14.90/hr. Each Intramural Supervisor is responsible for recording and submitting their hours to the Intramural Program Assistant on a weekly basis. The Intramural Supervisor schedule is self-determined. The Intramural Supervisor is expected to designate a minimum of one hour per week as office time, to be available to meet with program participants, staff and the Coordinator.

**Supervision**

Intramural Supervisors will communicate regarding day to day matters with the Intramural Coordinator.

Intramural Supervisors will meet individually on a bi-weekly basis with the Coordinator to address matters related to each Intramural Supervisor's position.

The Coordinator may call team staff meetings (apart from orientation and term-end meetings) as necessary.

**Resources**

Intramural Supervisors will be expected to learn to use and regularly use the following resources:

- IMleagues.com website
- Class Active Network- Registration software
- Payroll Submission template
- Sport rules template
- One-page handout template to be given out at captains' meeting
- IM sport binder
- "Red Book" scheduling resource (copies will be available in the Supervisors office to share)
- Intramural Official Job Description
- Intramural Supervisor Job Description (this document)
- NIRSA (National Intramural and Recreational Sport Association) website, nirsa.com

**How to Apply:**

Please Email your application to: [rec\\_services@umanitoba.ca](mailto:rec_services@umanitoba.ca)

Be sure to include your resume and cover letter as well as a separate Word document listing the positions you are applying for (Listing in Order of Preference).

**Application Deadline: August 4, 2021**

**For more questions specific to Intramurals, please contact**

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**Thank you to all that apply, however we will only be contacting those who qualify for interviews.**