

General Intramural Supervisor (Bannatyne Campus)

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
- 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
- Scheduling of playoffs in conjunction with IM Coordinator
- Assisting, informing and directing participants via in-person, e-mail and telephone communication
- Evaluating performance of timekeepers, including follow-up training
- Timekeeping if timekeepers are not available
- Compiling weekly payroll information for timekeepers 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
- 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.
- Represent Recreation Services in a competent, courteous, and professional manner at all times

Qualifications

- Full-time student at the University of Manitoba in Fall 2022 and Winter 2023 academic session
- 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 timekeeping 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

Wage and Schedule

Intramural Supervisor are paid for a maximum of 0-15 hours/week at a rate of TBD. Each Intramural Supervisor is responsible for recording and submitting their hours to the Intramural Coordinator 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 Supervisor will communicate regarding day to day matters with the Intramural Coordinator.

Intramural Supervisor will meet individually on a bi-weekly basis with the Coordinator to address matters related to each Intramural Supervisors' 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
- Intelli – Registration software
- IM sport binder

How to Apply:

Please send a cover letter and resume to: Matthew.Gerardy@umanitoba.ca

For more questions specific to Intramurals, please contact

Matthew Gerardy

Matthew.Gerardy@umanitoba.ca

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