Part-time Sport Clubs Supervisor  

Job Description

General Statement of Duties

Provide overall supervision of activities involving Texas A&M Sport Clubs with assistance and support in all aspects during hosted events, such as, practices, meetings, games, or tournaments.

Typical Responsibilities

- Provide customer service to all Sport Clubs officers, participants, and patrons
- Perform check-in of club members at Rec Sports facilities prior to practices, meetings, or games ensuring that all members have an Assumption of Risk form on file
- Manage participation reports for club home events, meetings, and practices
- Enforce all Rec Sports, Sport Clubs and Texas A&M University policies
- Serve as the liaison between clubs, the on-site facility staff, medic and/or athletic trainers
- Assist in making final decisions regarding playing status due to inclement weather at the Penberthy Rec Sports Complex
- Assist Sport Club Officers with youth protocol at tournaments
- Operate Toro during shift when applicable
- Oversee safety and proper usage of facility and equipment during sport club events to minimize risk
- Liaison to visiting teams and officials
- Act as the tournament representative for all participants and spectators
- Ensure compliance with facility reservations
- Use Microsoft Surface to retrieve staff notes, record feedback, and report time worked
- Supervise and assist with entrance control, crowd management, set-up, break-down, upkeep and clean-up of tournament areas
- Other duties as assigned
- Sport Club practices Sunday-Thursday approximately between the hours of 3 pm to 10:30 pm and weekend sport club events ranging from 5 am - 12 midnight.

Experience and Abilities

- Must be a currently enrolled student at Texas A&M University
- Strong organization, communication, and customer service skills
- Willingness to develop leadership, conflict resolution and decision-making skills

Training

- Complete training will be provided by the Sport Club Staff
- Required to take the Slow-Moving Vehicle (SMV) Training -211256
- Required to take the Child Protection Training - 2111652
- Stay up to date on required state training

Environmental Conditions

- Outdoor Exposure
- Required to lift heavy objects
- Will be subject to variable temperature ranges
Pay Scale
In accordance with departmental policy, Sport Club Supervisor will start at a rate of $10.60 per hour and is eligible for a merit raise after four months of service.

Learning Outcomes
1) Articulate sport club policies and procedures to sport club members, coaches, and patrons
2) Demonstrate thoughts clearly in written form
3) Evaluate, analyze, and integrate information given from a variety of sources to make decisions

How to Apply
To apply, please submit:

- Please complete the part-time employee job application and email it to cjones@rec.tamu.edu or turn into the Student Rec Center Receptionists Office room 202.
- For priority, please submit by November 11, 2022. Applications will be accepted until the position is filled.

Work Hours/Anticipated Schedule
- Sport Club practices Sunday-Thursday approximately between the hours of 3pm to 10:30pm
- Tournaments will be held primarily on Friday-Sunday and will consist of a variety of hours ranging from 5 am to 11:30 pm. Tournaments will be held at the Student Rec Center, PEAP, and Penberthy Rec Sports Complex.
- Meetings and trainings as scheduled

Contact Information
For more information, contact Chelsea Jones Graduate Assistant, Sport Clubs, at cjones@rec.tamu.edu or 979-862-1996.