**Part-time Position Title**  
Sport Clubs Supervisor

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**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 Club 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
- Oversee safety and proper usage of facility and equipment during sport club practices and events to minimize risk
- Serve as the liaison between clubs, the on-site facility staff, medic and/or 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
- Liaison to visiting teams and officials
- 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 and upkeep and clean-up of event area
- Other duties as assigned
- Sport Club practices Monday–Friday approximately between the hours of 4 pm to 10:30 pm and weekend sport club events ranging from 6 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
- 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 $9.00 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 (Job specific skills/Communication skills)
2) Demonstrate thoughts clearly in written form (Communication Skills)
3) Evaluate, analyze, and integrate information given from a variety of sources to make decisions (Critical thinking/Problem Solving)

How to Apply

To apply, please submit:

- Please complete the part-time employee job application and email it to srodriguez@rec.tamu.edu or turn into the Student Rec Center Receptionists Office room 202.
- For priority please submit by Jan. 21, 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 Serena Rodriguez, Graduate Assistant, Sport Clubs, at srodriguez@rec.tamu.edu or 979-862-1996.