Texas A&M University
Department of Recreational Sports
Student Job Announcement

Student Position Title: Sport Clubs Supervisor

Job Description:
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.

Job 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
- 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 Ipad 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 tournament area
- Other duties as assigned

Work Hours/Anticipated Schedule:
- Sport Club practices Monday-Friday approximately between the hours of 5pm to 10:30pm
- Tournaments will be held primarily on Friday-Sunday and will consist of a variety of hours ranging from 6 am to 12 am. Tournaments will be held at the Student Rec Center, PEAP and Penberthy Rec Sports Complex.
- Meetings and trainings as scheduled

Additional Information:
Qualifications:
- 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

Environmental Conditions & Training
- Outdoor Exposure
- Will be subject to variable temperatures
- May be required to lift heavy objects
- 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

Pay Range:
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)

For best consideration, please submit the “part-time employee job application” found at recsports.tamu.edu/employment to the contact below and include general weekly availability and anticipated graduation date.

Contact Information:
For more information about this job, please contact:
Courtney Collard
Sport Clubs Graduate Assistant
979.862.1996
ccollard@rec.tamu.edu