Part-time Sport Club Supervisor  |  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 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
- Sport Club practices Monday-Friday approximately between the hours of 5 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
2) Demonstrate thoughts clearly in written form (2)
3) Evaluate, analyze, and integrate information given from a variety of sources to make decisions

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**How to Apply**

To apply, please submit:

- Please complete the [part-time employee job application](mailto:nbaxendell@rec.tamu.edu) and email to [nbaxendell@rec.tamu.edu](mailto:nbaxendell@rec.tamu.edu)

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**Work Hours/Anticipated Schedule**

- 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. Practices are Monday-Friday between 5-10 pm

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**Contact Information**

For more information, contact Nicholas Baxendell, Graduate Assistant, Sport Clubs, at [nbaxendell@rec.tamu.edu](mailto:nbaxendell@rec.tamu.edu) or 979-862-1996.