### Intramural Sports Official

Position Description:

This position works between 8-20 hours per week. Responsibilities include officiating assigned games. This position reports to the intramural supervisor.

Requirements:

* Playing experience and/or related involvement and knowledge in sports desired.
* Prior officiating experience is helpful.
* CPR / First Aid Certification is desired.
* Successful completion of required training, demonstrating knowledge of rules, mechanics and a professional attitude.
* Assignments will be based on evaluation, ability, and attitude.
* To be referred for outside assignments the official will need to have evaluation(s) exhibiting a thorough knowledge of rules, mechanics and teamwork and also must be registered with the MHSAA.

Primary Responsibilities:

* Follow all Campus Recreation and Intramural sports policies and procedures.
* Wear required uniform.
* Attend scheduled meetings and training sessions.
* Recruit prospective officials.
* Check in with supervisor at least 30 minutes before first assigned game.
* Assist with any disputes, protests or altercations that arise.
* Assist with event set-up and tear-down and keeping playing area clean between and following games.
* Rate team sportsmanship at conclusion of each game.
* Commit to improving officiating skills through experience, training and evaluation.
* Serve as member of Intramural Officials’ Club.
* Assist in promoting, evaluating, and making recommendations to improve the intramural sports program.
* Other duties as assigned and delegated by supervisor.

Appearance:

A well-groomed appearance is mandatory. Appearance must be clean, neat and professional. Officials are required to wear a black & white striped official’s shirt, black shorts, black pants or black warm up pants and athletic shoes.

**Note:** No jeans or T-Shirts are permitted. Shirts must be tucked in. No open-toed shoes permitted.

#### Student Wage Rates:

# Position Class Step A Step B Step C Step D

Official 2 $8.40 $8.55 $8.70 $8.85

Students become eligible for a step increase after two semesters of employment with the same department at the department’s discretion. A student’s performance evaluation will be the tool used in the determination of a step increase.

# Intramural Scorekeeper

Position Description:

This position works between 8-20 hours per week. Responsibilities include scorekeeping assigned basketball games. This position reports to the intramural supervisor.

Requirements:

* Scorekeeping, playing/officiating experience and/or related involvement in sports preferred.
* Successful completion of required training, demonstrating knowledge of rules as they apply to scorekeeping and a professional attitude.
* Assignments will be based on the evaluation, ability and attitude.

Responsibilities:

* Follow all Campus Recreation and Intramural Sports policies and procedures.
* Wear required uniform
* Attend scheduled meetings and training sessions.
* Check in with supervisor at least 30 minutes before first scheduled game time.
* Check out equipment and jerseys to teams as needed.
* Improve scorekeeping skills through experience, training and evaluation.
* Serve as a member of the Officials’ Club.
* Assist in promoting, evaluating, and making recommendations to improve the intramural sports program.
* Other duties as assigned and delegated by supervisor.

Appearance:

A well-groomed appearance is mandatory. Appearance must be clean, neat and professional. Scorekeepers are required to wear a black & white official’s shirt or staff-issued t-shirt and casual dress pants or shorts. Black shorts, black pants or black warm up pants and athletic shoes are also accepted.

**Note:** No jeans or T-Shirts are permitted. Shirts must be tucked in. No open-toed shoes permitted.

#### Student Wage Rates:

# Position Class Step A Step B Step C Step D

## Scorekeeper 1 $8.15 $8.30 $8.45 $8.60

Students become eligible for a step increase after two semesters of employment with the same department at the department’s discretion. A student’s performance evaluation will be the tool used in the determination of a step increase.