Sport Programs Assistant - Position Description

Hourly Pay Rate: $8.25/$7.25

Job Summary
The Sport Programs Assistant is responsible for serving in a support role for intramural, club, and open recreation events and activities. Assistants will serve in various roles that include sports official, field attendant, office assistant, and/or special event planner. Assistants will help oversee recreational facilities in order to provide a safe and enjoyable atmosphere for participants. Sport Programs Assistants work under the direction of the Associate Director, Assistant Director, and Graduate Assistant for Campus Recreation Sport Programs.

Employee Expectations
Sport Programs Assistants will demonstrate customer service skills, leadership qualities, and maintain high levels of professionalism. Assistants should remain unbiased and exhibit strong decision-making skills related to interactions with other student staff and participants. Assistants are expected to be mentally, physically, and emotionally prepared at all times to perform their assigned job duties.

Qualifications / Skills Required (Training to be Provided)
• Current Clemson student with minimum enrollment of six (6) credit hours
• Knowledge of the intramural and club sports policies, procedures, and sport rules
• Prior involvement with organized sports (preferred)
• Organizational skills and attention to detail
• Demonstrated ability in working with people
• Motivation and enthusiasm
• Professionalism and a willingness to learn
• CPR/First Aid certifications (provided for you)

Responsibilities
• Assist in oversight/administration of program activities and events
• Oversee intramural and club contests to ensure participation takes place in a safe manner
• Work under the support/guidance of Sport Program Managers
• Set up and take down of facilities and equipment for daily activities
• Monitor the facility/equipment for safety and provide risk management feedback
• Officiate various intramural sports as necessary
• Respond to injuries and administer care when necessary
• Serve as a resource and service person for program participants
• Oversee the participant sign-in process for intramural and club sport activities
• Oversee the score and results entry process for intramural sport activities

Hours and Scheduling
• Sport Programs Assistants may work up to 25 hours per week, or as few as 6 hours per week (based on employee’s preference and availability)
• Scheduling done on a week-to-week basis to provide flexibility