Sport Programs Program AssistantJob Description



RecSports Team Member Responsibilities

- Develop professional relationships with co-workers, participants, and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and postincident procedures
- All RecSports employees are expected to abide by the RecSports Student Staff Code of Conduct
 that clarifies shared expectations and standards in effort to best serve our patrons, develop each
 team member, and prepare student employees for future career endeavors.

Hourly Rate

• \$13.50 per hour

Unit Specific Job Responsibilities

- Continued supervising and officiating may be required as part of duties
- Attendance at weekly meetings, supervisor meetings, and other departmental events is required
- Team Training Day, Supervisor Training, Swamp Regional Tournaments, Sport Clubs Banquet, Recstravaganza are required events to attend
- Sport Clubs
 - 1. Serve as a liaison to select sport clubs, their officers, and coaches on a weekly basis
 - 2. Conduct year-round training and meetings with select club officers
 - 3. Assist club officers in the planning, organizing, and implementing of special events, tournaments, games, and practices
- Intramural Sports
 - 1. Facilitate major and minor team sports and esports as well as special events, including planning, marketing, scheduling and daily league maintenance
 - 2. Correspond with and adjudicate discrepancies with captains, participants, and spectators on a daily basis
 - Coordinate the recruiting, hiring, training, scheduling, and evaluating of officials/scorekeeper staff

Requirements/Qualifications

- Minimum of two semesters experience working for Sport Programs or participating in a Sport Club
- First Aid, CPR, AED certification or ability to attain it within first week of employment
- Demonstrated communication, organizational, technological, and leadership skills
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102, GET811.
- Good standing within the University of Florida and the Department of Recreational Sports. Please note, each candidate's status within the RecSports Student Staff Code of Conduct will be considered when reviewing applications.