Position Title: Graduate Assistant Intramural Indoor Sports Coordinator

Reports to: Intramural Coordinator

General Function

Under the direction of the Intramural Coordinator the Indoor Sports Coordinator will organize the administrative and programming components of all indoor intramural sports.

Job Requirements

- Currently enrolled as a graduate student at the University at Albany
- Excellent written and verbal communication skills
- Excellent organizational skills
- Current CPR and First Aid certification (must be certified by beginning of fall semester)
- Knowledge of basketball and volleyball
- Knowledge of and commitment to the Office of Campus Recreation
- Previous experience in the recreation field (min. 1 year) preferred
- Weekend and night shifts required

Responsibilities

- Report to and work the duration of assigned shift
- Assist with the planning, coordination, and implementation of Intramural events and activities
- Assist in the hiring and evaluation of officials, scorekeepers and statisticians
- Coordinate and assist with professional training of officials
- Ability to schedule games
- Advertise and promote intramural programs
- Create and maintain a binder for each sport
- Create officials schedule and list for each sport
- Create site supervisor schedule and list for each sport
- Act as supervisor for site supervisors as needed
- Organize and run captains meetings for each sport
- Create log of officials evaluations
- Respond appropriately to all emergency situations
- Maintain a positive relationship with intramural participants throughout the semester
- Attend all staff meetings
- Meet regularly with the Intramural Coordinator to discuss problems that arise, or new ideas that need to be implemented
- Always display professional behavior while representing the Office of Campus Recreation
- All other duties as assigned

**To apply please contact intramurals@uamail.albany.edu**