**Department:** Student Recreation

**Supervisor:** Cat Guidry

**Job Title:** Student Assistant - Intramural/Rec Official

**Hours to be Worked:** 6 - 12 per week

**Pay Level:** I

**Hourly Pay Rate:** $14.00/hr

**Job Summary (purpose of nature of work):** To set-up/clean up, officiate and supervise intramural/recreational tournaments and events.

**Job Duties:**

- Must be able to work weeknights between 5:00 and 10:00pm and some weekends as needed
- Learn all rules pertinent to the sport / event being officiated, keep score, and report standings to the Associate Athletic Director
- Responsible for setting up for contests, cleaning, and putting away all equipment after completion
- Responsible for the safety of all persons participating in recreational play
- Get familiar with all safety equipment in the gym and on Bodnar Field; this includes emergency phones, emergency contacts, and emergency evacuation procedures
- Responsible for laundry related to designated events

**Required (or Preferred) Skills, Knowledge, and Abilities:**

- It is expected that the intramural / recreation official will attend all in-service training sessions required by the Associate Athletic Director.
- Current Professional CPR certification through American Red Cross or recognized equivalent organization. (Preferred).

**Title IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

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Edited 1/25/18