



Campus Recreation Student Intern

The Campus Activities Office employs a number of students for course credit and through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

POSITION DESCRIPTION:

The student intern will organize and conduct intramural leagues including: assisting with the training of officials, leading meetings, scheduling of officials and leagues, handling of disputes, and evaluating officials. The student intern also assists with the supervision and management of the Intramural Gym Equipment Desk and the Weight and Cardio Room in the Fitness Center.

QUALIFICATIONS/REQUIREMENTS:

1. Must be a full time, currently enrolled McKendree student in Junior or Senior status.
2. Preferred major in Physical Education, Recreation, or Exercise focused course of study.
3. Must be in good standing with McKendree both academically and judicially.
4. Evenings and some weekend work required.
5. General sports knowledge; general weight and strength training aptitude and knowledge of fitness equipment preferred.
6. Sport officiating experience preferred
7. Excellent verbal and written communications skills
8. Highly organized with knowledge of programming/scheduling
9. BlackBoard experience helpful
10. Must be team oriented; have a willingness to work hard and an ability to work independently
11. Knowledge of Microsoft Word, Excel spreadsheets preferred.
12. Possess good leadership skills; demonstrate ability to effectively manage and supervise others.
13. Ability to multitask
14. Good conflict resolution skills
15. Genuine interest in serving students and the campus community.

CERTIFICATIONS/LICENSES:

1. American Red Cross First Aid/CPR/AED certification highly preferred
2. Registered sports official preferred but not required.
3. Driver's License

ESSENTIAL DUTIES, RESPONSIBILITIES and DEVELOPMENT OPPORTUNITIES:

1. Schedule and attend all mandatory meetings and training sessions as specified
2. Provide excellent customer service to the campus community; maintain a professional demeanor at all times
 - a. Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
3. Provide equipment orientations to staff and participants as needed
4. Assist with large-scale events, including Involvement Fair, Fall Family Weekend, Homecoming, Finals Week, Welcome Back Week, and Spring Fling.
5. Assist with on-site risk management; inspect areas for safety; Act as a resource for participants; report damaged or improperly working equipment
6. Enforce departmental policies and procedures
7. Plan and schedule leagues, tournaments, and events



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- a. Arrive early and set up facility for the event.
- b. Pick up game sheets and keys for the activity
- c. Assist in signing in teams and verifying their eligibility
- d. Manage players/spectators on the field/court; Maintain a courteous and helpful attitude
- e. Assist with captain's and/or team meetings prior to competition.
- f. Assist with the advertising and promotion of programs and events.
- g. Research, assess, and evaluate Campus Recreation programs
- h. Serve as an Intramural Official as needed
 - i. Assist with the training and mentoring of Intramural Officials. Develop BlackBoard training tools.
 - i. Confirm status of the event should a cancellation be caused.
8. Assist with the interviewing, hiring, orientation and training, feedback, motivation, and discipline of essential student staff employees (going over rules, policies, etc., and making sure they understand them).
9. Communicate with student staff and participants involving Campus Recreation facilities, programs, and events via phone, email, social media, and in person.
10. Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
11. Provide support during medical emergencies
12. Work in cooperation with other professional staff members
13. Identify program equipment purchase needs; develop and maintain inventory control methods
14. Other duties as specified.

SUPERVISORY RESPONSIBILITIES:

1. Supervise all Intramural activities
2. Supervise weight and cardio room staff
3. Supervise Campus Recreation Desk staff

APPLICATION PROCESS:

1. Complete the online application at: https://eforms.mckendree.edu/eformsx/eform.aspx?form_id=601
2. A résumé will be required and can be uploaded on the application.
3. Selected candidates will be offered an interview.