

Job Title: Campus Recreation Internship- Intramural Scorekeeper

Work Schedule: Monday - Thursday 3p-10p with occasional weekends

Hours per week: 6-10

Individuals must be able to commit at least 6 hours per week.

Employment start date: 8/16/2023

Employment end date: 5/10/2024

Supervisor: Associate Director of Programming; IM Student Lead; IM Officials

### **General Statement of Duties**

Intramural Sports Scorekeepers are customer service representatives that will serve the intramural sports area by providing scorekeeping during select intramural activities.

### **Typical Responsibilities**

- Check and verify valid student ID cards
- Keep accurate score and time in accordance with the rules of the sport
- Possess knowledge of the department's intramural sports policies and procedures
- Assist officials and supervisors with court/field set up
- Use iPads to enter and record all scores of intramural contests
- Other duties as assigned by the intramural sports staff

### **Experience and Abilities**

- Previous experience with customer service or scorekeeping preferred
- Must be a currently enrolled student

### **Training**

- Must complete all required training prior to beginning work
- CPR/First Aide and AED training will be available through the department but is not a requirement for the position

### **Environmental Conditions**

- Will be required to sit for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of light items

### **Pay Scale**

Unpaid

### **Learning Outcomes**

1. Apply problem solving skills to effectively manage difficult situations and to provide outstanding customer service. (Job specific skills)
2. Demonstrate an advanced understanding of teamwork and collaboration and how to work with one another to achieve a common goal. (Social competency/teamwork skills)
3. Effectively communicate to participants and colleagues in a professional setting, while also showing the ability to interact respectfully with all people. (Communication skills)