

Job Title: Campus Recreation Internship- Club Sport Student Lead

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

Hours per week: 10-15

Individuals must be able to commit at least 10 hours per week.

Supervisor: Associate Director of Programming;

General Statement of Duties

Provide support to the daily operations of the UNCP Sport Club Program and provide input for the improvement of sport club policies and procedures.

Typical Responsibilities

- Provide customer service to Sport Club Officers, participants, and patrons
- Data entry and database management of required sport clubs paperwork
- Maintain the Sport Clubs Membership Management Application
- Enforce all University, Departmental and program policies and procedures
- Assist with inventory management of Sport Club Equipment
- Monitor short-term equipment check-out
- Contribute to the hiring and training of Sport Club Supervisors
- Assist with the coordination of Special Events
- Maintain Sport Clubs Travel Schedule
- Assist in presentations and trainings for Sport Club Officers
- Develop and maintain good relationships with Sport Club Officers
- Record all Sport Club results
- Other duties as assigned
- Sport Club Office Hours between 5-10 hours per week, between the hours of 9am-5pm. Possible times between 5-9pm for Sport Club trainings and meetings.

Experience and Abilities

- Must be a currently enrolled student at UNCP
- Must have at least 2 semesters of work experience with sport clubs as a supervisor or sport club officer
- Organization, communication, and customer service skills
- Proficiency with computer programs; Microsoft Outlook, Excel, Word, Web Browsers, Google Applications (Calendar, Docs, etc.) and Microsoft Teams
- Familiar with Sport Club program policies and procedures
- Work independently with little guidance

Training

- Complete training will be provided by the Sport Club Director

Environmental Conditions

- Outdoor Exposure
- May be required to lift heavy objects

Pay Scale

Pay Range \$9.00-11.00/hr.

Learning Outcomes

1. Apply problem solving skills to interpret & communicate information effectively related to any sport club travel problem (Communication Skills/Critical Thinking/Problem Solving)
2. Articulate and demonstrate Sport Club policies and procedures regarding travel, AORs, and Driver Agreements to Sport Club officers & members in written and oral communication (Job specific skills)
3. Demonstrate the ability to organize and prioritize related to daily tasks (Job specific skills)