Position Description

SPORT CLUB FIELD SUPERVISOR
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Intramural and Sport Clubs Coordinator

Responsibilities
The Sport Club Field Supervisor is responsible for working all Sport Club and community sponsored events which take place on University property including Bollinger Fields and Carson Park and enforcing all Policies as well as maintaining a safe environment for participants and spectators.

Specific Duties
- Serve as a resource for questions
- Take Sport Club Binder to all events; this will contain Accident Reports, the Sport Club Handbook and general information. Return the binder within 24 hours of the event
- Manage issues that may arise; make immediate contact with University Police if necessary and inform the Intramural and Sport Clubs Coordinator
- Complete necessary documentation after every event and turn it in to the Sport Clubs Coordinator
- Appropriately communicate expectations and policies
- Monitor events and if an incident occurs, appropriately manage the situation
- Serve as the liaison between the sport club and the University Police should a serious situation arise
- Train club members on the proper use of the field painter
- Accurately and thoroughly complete an Event Report after each event

Expectations
- Handle situations with professionalism and follow through on accurate documentation and notifications
- Must possess excellent interpersonal and conflict management skills
- CPR/First Aid and AED certifications are required
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division III: $8.50 per hour

Revised August 2014 SJP