

# **I** ILLINOIS

## Campus Recreation

### POSITION DESCRIPTION

#### **POSITION: COMPETITIVE SPORTS GRADUATE INTERN**

##### **JOB SUMMARY:**

Assist in the operation of the University of Illinois Intramural and Club Sport programs for Campus Recreation. Provide leadership to student staff and help develop trainings, offerings, and the programs as a whole. The secondary purpose of this position is to provide assistant to other programs or events within Campus Recreation as needed.

##### **ORGANIZATIONAL RELATIONSHIPS:**

Director

Associate Director of Programs & Risk Management

Assistant Director of Competitive Sports and Community Programs

**Competitive Sports Graduate Intern**

Part-time Staff

##### **DUTIES & RESPONSIBILITIES:**

###### Competitive Sports

- Help develop, update, implement, and enforce Intramural Sport policies and procedures
- Create and maintain intramural program and staff schedules.
- Support student Sport Leads with official's trainings and development
- Assist with preparation of data collection, program assessments, and overall program recommendations
- Collaborate with Assistant Director on budget planning, equipment replacement, staff and sport trainings, staff and participant disciplinary actions, and program offering.
- Serve in support role for Club Sport program –assist with administration, event planning, and staff training as needed

###### Student Development and Supervision

- Recruit, hire, train, evaluate, supervise, and develop approximately 80 student employees
- Provide leadership and serve as a resource to student staff.
- Lead and/or assist with trainings, meetings, and developmental opportunities for student staff
- Provide support to the student staff and Assistant Director of Competitive Sports and Community Programs; attend and participate in regular staff meetings and perform other duties as assigned
- Ensure all staff remain compliant with necessary certifications and arrange certification courses

###### Developmental Opportunities

- Acquire and maintain CPR, First Aid, AED certification. Opportunities for growth in risk management if desired.
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
- Conference, tournament, workshop, and professional development travel opportunities – on and off-campus

- Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
- Oversee Illinois Student Officials Association
- Assist with other Campus Recreation programs as needed.

**MINIMUM EDUCATION & EXPERIENCE:**

- Must have experience working in recreational sports programs and/or special events. Experience supervising part time employees preferred.
- Must have a Bachelor's degree

**MINIMUM WORK REQUIREMENTS:**

- Position requires flexible work schedule, including evenings, weekends, and occasionally portions of academic break periods
- Position requires an average of 30 hours/week at a rate of \$24.74/hour from August 12, 2024 – May 16, 2025. Summer hours available prior to August 12, 2024 and after May 16, 2025 if interested.
- This position is subject to a University mandated background check

**APPLICATION INSTRUCTIONS:**

- Applications will be accepted until the position is filled. For full consideration please email a resume, cover letter, and contact information for three professional references, all as separate attachments, to Carson Petersheim, (petersh2@illinois.edu) Student Development Coordinator, Campus Recreation, University of Illinois at Urbana-Champaign by March 12, 2024.