



Competitive & Recreational Programs Unit Job Descriptions

Level 1 – IM Official / Ops Support (Entry Level)

Level 2 – IM Supervisor (Promotional Opportunity)

Level 1: IM Official / Ops Support

Officials / Ops Support are the front line in making intramural programs fair, safe, and fun. They will use their sport knowledge/rule understanding to enforce rules, encourage fair play, and ensure safety of all participants.

IM Official / Ops Support Job Responsibilities

- Intramural Official/Operations Support will be responsible for officiating.
- To register and check in all participants prior to the start of contests.
- Accurately keep the time/score
- Ensure that the playing surface is safe and free from obstacles/obstructions.
- Assist with set up and take down of intramural events.
- Security for all intramural sports and assist the Intramural Supervisor with resolving conflicts that may arise during game play.
- Must have a positive mindset and maintain strong integrity whenever tested by a participant.

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds

Additional Information

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week
- **Required Documents:** N/A
- **Optional Documents:** Resume/Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

Level 2: Intramural Supervisor

Intramural Supervisors oversee the facilitation of all intramural programs, with or without professional staff supervision. Supervisors are responsible for overseeing officials, handling conflicts between participants and staff, submitting incident and accident reports when necessary, field/court set-up and tear-down, and other duties as assigned. Supervisors will have learned (through being an official) how to run a full slate of IM programming.

Intramural Supervisor Job Responsibilities

- Intramural Supervisor will assist the Intramural Program Coordinator with the operation and administration of the Intramural Sports programs, which include the planning, promoting, organizing, and evaluating of programs.
- Supervisors will also be in a leadership position, delegating tasks and providing constructive feedback to officials, scorekeepers, and security.
- To apply to be an Intramural Supervisor, we prefer you to have AT LEAST one year of intramural officiating or scorekeeper experience.

Professional Skills to be gained:

- Leadership
- Delegation
- Conflict resolution
- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student **AND** current campus recreation student employee
- Ability to lift up to 45 pounds

Additional Information

- **Position Type:** Promotional Opportunity for current Officials / Ops Support staff
- **Pay Rate:** \$12.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Intramural Program Coordinator. ***Internal applicants only.***