



Competitive & Recreational Programs Unit Job Description

Level 1 – Intramural Official (Entry Level)

Level 2 – Intramural Manager (Promotional Opportunity)

Level 3 – Intramural Supervisor (Promotional Opportunity)

Level 1: Intramural Official Job Description

Officials 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.

Intramural Official Job Responsibilities

- Officiate core intramural sports, including basketball, soccer, flag football, and volleyball.
- Enforce rules and make judgment calls to maintain fair gameplay.
- Manage participants and overall game flow.
- Keep accurate scores and assist with scorekeeping when not officiating.
- Assist with the setup and takedown of intramural sports fields, courts, and equipment.
- Inspect playing surfaces to ensure they are safe and free of hazards.
- Support the Intramural Manager in conflict resolution during gameplay.

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All operations 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.
- Ability to lift 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 Manager Job Description

Intramural Manager oversee the facilitation of all intramural programs, without professional staff supervision. Managers 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. Managers will also have daytime shifts to prepare equipment and materials for nightly programming. Managers should at least have worked all officiated sports to be considered for the position.

Intramural Manager Job Responsibilities

- Daytime Shift Duties:
 - Organize and prepare all equipment and materials for nightly games.
 - Ensure first aid kits are fully stocked, and equipment is cleaned and functional.
 - Test and confirm technology (e.g., scoreboards) is operational.
 - Provide customer service to participants, answer questions, and address concerns.
 - Monitor and maintain official records, including default and injury/accident forms.
 - Schedule officials for nightly shifts and court coverage.
- Evening Shift Duties:
 - Oversee fields or courts during games, inspecting for hazards or risks.
 - Check in participants and ensure eligibility.
 - Support officials by providing guidance during challenging games.
 - Assist with setup and takedown for tournaments and events.
 - Monitor participant safety and ensure first aid supplies are accessible.

Professional Skills to be gained:

- Leadership
- Delegation
- Conflict resolution
- Initiative

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 to 45 pounds

Additional Information

- Position Type: Promotional Opportunity for current Officials staff

- Pay Rate: \$12.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 6 hours per week.
- 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.

Level 3: Intramural Supervisor Job Description

Intramural Supervisors oversee the overall operation and administration of the intramural sports program, serving as a primary point of contact for officials, managers, and participants during games. Supervisors ensure the success of the program by managing staff, resolving conflicts, evaluating officials, and addressing risks. This role requires strong leadership, communication, and problem-solving skills, as well as the ability to manage high-pressure situations.

Intramural Supervisor Job Responsibilities

- Provide leadership and support to all intramural staff across multiple locations.
- Assist Managers with game management and risk mitigation.
- Evaluate Officials during games, providing constructive feedback at halftime and post-game.
- Participate in running Officials' training sessions in collaboration with the Intramural Coordinator.
- Ensure all required forms and reports (e.g., injuries, incidents) are completed and submitted.
- Communicate any major incidents (e.g., fights, hospital transports) to the Intramural Coordinator promptly.
- Delegate tasks such as field and equipment setup to staff.

Professional Skills to be gained:

- Leadership
- Delegation
- Conflict resolution
- Initiative

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 to 45 pounds

Additional Information

- Position Type: Promotional Opportunity for current Manger staff
- Pay Rate: \$14.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 10 hours per week.
- 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.