

# CAMPUS REC

## **Intramurals Sports Official**

**5-15 Hours/Week • \$16.07/Hour**

**Sports: Outdoor Soccer, Indoor Soccer, Volleyball, Basketball**

Do you like sports? Did you play sports in high school? Do you watch sports? Do you play sports now? Do you want to make some money? If your answer is "yes" to any of those questions, you could make a great Intramural Sports Official! All current PSU students are eligible to officiate and play intramural sports. Hiring takes place each term and is sport specific.

### **Duties and Responsibilities**

- Attend all training sessions for that particular sport and become familiar with policies, rule interpretations, and mechanics
- Officiate Intramural leagues and tournaments; league offerings listed below.
- Resolve conflicts and sportsmanship problems when they arise
- Assist with the set-up and breakdown of the playing areas
- Work various games as a scorekeeper when needed
- Attend staff meetings
- Work tabling shifts to help promote program offerings and answer questions.

### **Expectations**

- To maintain any valid certifications that is required of your position.
- Basic knowledge of sport rules and familiarity with the game
- Arrive to game site 30 minutes prior to when scheduled games are to be played
- Must be available in the evenings - Sunday through Thursday
- Must be able to attend mandatory trainings throughout each season

### **Typical Working Hours** (League Schedule is subject to change)

- Outdoor Soccer: Sundays 2-10PM Fall and Spring term
- Indoor Soccer: Thursday 6-10PM Fall term, Sundays 2-10PM Winter term
- Volleyball: Wednesdays 6-10PM Fall, Winter, and Spring term
- Basketball: Mondays 6-10PM Winter and Spring term

### **Working Conditions**

- Intramural Office, Rec Center courts, and Stott Community Field will be the primary locations for this position
- Officials must be able to maintain focus either sitting, standing, or running for entire durations of games lasting 40-60 minutes
- At times, this individual may be asked to work in inclement weather conditions

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## Minimum Qualifications

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must be available in the evenings on league night each academic term - Sunday through Thursday**
- **Must be able to attend mandatory trainings before each season**
- **Must successfully complete a background check**

## Application Instructions

1. Complete the [PSU Intramural Sports Officials Interest Form](#)
2. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
3. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu and Intramurals email ([im@pdx.edu](mailto:im@pdx.edu)) with the subject line stating "Position Name, Last Name."
4. You will receive a confirmation email that we have received your application within one week.
5. Attend the tryout for the sport(s) you are interested in. Tryout dates will be emailed to those who have completed the interest form and submitted a Campus Rec Application, resume, and cover letter.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

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Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission: CONTINUOUS**