

CAMPUSREC

Intramural Sports & Special Events Supervisor

5-12 Hours/Week • \$17.30/Hour

2 Positions Available – Start Date: October 2025

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Supervise Intramural activities, enforce policies, provide customer service, and act as a first responder.

Supervisor for this Position: Easton Henrikson, Intramural Sports & Special Events Coordinator, im@pdx.edu

Duties and Responsibilities

- Supervise Intramural activities, officials, scorekeepers, participants, and spectators on a nightly basis by maintaining a presence at the facility
- Coordinate assigned tournaments, group activities, and special events
- Be familiar with and enforce all Intramural and Campus Recreation policies
- Act as a first responder when confronted with injuries or life-threatening circumstances
- Organize and complete all paperwork at the end of each shift, including scoresheets, supervisor reports, injury/accident reports, payroll forms, and other relevant forms
- Assist in the setup and breakdown of Intramural/Special Event activities
- Assist with the evaluation and assessment of Intramural student employees

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Maintain any valid certifications that are required of your position.
- Proactively manage Intramural student employees and participants each night
- Report all pertinent information to the Intramural Sports Coordinator
- Follow protocol as it relates to reporting fights, injuries, and any situation that warrants the calling of Campus Public Safety

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- Use critical thinking to make decisions and act accordingly regarding Intramural policy
- Serve as a positive and responsible ambassador for all of Campus Recreation
- Attend all weekly meetings

Working Conditions

- Typical Working Hours: 5-12 hours each week
- Location of Work: Academic & Student Recreation Center, Stott Community Field, Viking Pavilion, and other locations where Intramural activities take place.
- Occasionally required to work in inclement weather conditions (rain, wind, cold temps, etc.) and on weekends.
- Type of Work: Walking and communicating with staff, participants, and spectators. Minor lifting and moving of equipment. Office administrative work.
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross Bloodborne Pathogen and First Aid/CPR/AED certifications within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Positive attitude
- Ability to respond to emergency situations
- Strong communication skills
- **Must successfully complete a background check**

Preferred Qualifications

- At least one year of experience in IMs or Rec Clubs
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated positive customer service
- Proactive employee who looks for ways to improve the program
- Available to work October 2025-May 2026

Application Instructions

1. Complete our Campus Rec [Job 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

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- Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. 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) with the subject line stating "Position Name, Last Name."
 3. You will receive a confirmation email that we have received your application within one week.

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](#) at ckwong@pdx.edu.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

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

Priority Deadline for Submission: Tuesday, September 30th, by 11:59PM;

Applications received after the priority deadline will be reviewed if the position has not been filled.