

Campus Recreation Student Coordinator Position Description

Job Title: Campus Rec Student Coordinator

Term: 2025-26 Academic Year

Department: Campus Recreation

Position Type: Part-time, Student Worker

Reports To: Coordinator of Campus Recreation

Job Summary: The Campus Recreation Student Coordinator will assist in the planning, organization, and execution of Campus Recreation events and intramural sports programs. This position is ideal for students who are enthusiastic about sports, event planning, and fostering a vibrant campus community. The Student Coordinator will work closely with staff and fellow students to ensure successful events and programs that promote student engagement and wellness.

Key Responsibilities:

- **Event Planning and Coordination:**
 - Assist in the planning and execution of Campus Recreation events, including but not limited to tournaments, recreational activities, off-campus outings (Top Golf, professional sporting events, etc.), and special events.
 - Collaborate with campus departments, student organizations, and community partners to coordinate logistics for events.
 - Help manage event registration processes, including setting up online forms and tracking participant information.
- **Intramural Sports Management:**
 - Support the organization and scheduling of intramural sports leagues and tournaments.
 - Assist in recruiting participants, referees, and volunteers for various sports activities.
 - Maintain accurate records of team registrations, game schedules, and results.
- **Promotion and Marketing:**
 - Create promotional materials (flyers, social media posts, etc.) to advertise events and programs.
 - Utilize social media platforms to engage students and promote upcoming activities.
 - Collect feedback from participants to improve future events and programs.
- **On-Site Event Support:**
 - Set up and break down event spaces, ensuring all equipment and materials are ready for use.
 - Provide on-site support during events, including managing participant check-in and facilitating activities.
 - Ensure a safe and inclusive environment for all participants.
- **Administrative Support:**
 - Assist with budgeting and financial tracking for events and programs.
 - Maintain inventory of equipment and supplies needed for events and intramural activities.
 - Perform other administrative tasks as assigned by the supervisor.

Qualifications:

- Currently enrolled as a full time undergraduate student.
- Be in good academic, financial, and conduct standing with the university.
- Strong interest in event planning, sports, and campus activities.
- Excellent communication and interpersonal skills.
- Availability to work flexible hours, including evenings and weekends as needed.

Benefits:

- Gain practical experience in event planning and sports management.
- Develop leadership, teamwork, and organizational skills.
- Opportunity to network with campus staff and fellow students.
- Flexible work schedule to accommodate academic commitments.

Compensation:

- \$2,500.00 stipend for the academic year, paid out twice per month
- 5-10 hours per week