



## Campus Recreation

### Competitive Sports – Sport Clubs

#### *Sport Club Supervisor Job Description*



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#### **Position Summary:**

- Assist in the management of the Sport Clubs Program by advising clubs and coordinating important aspects of the program including travel, home events, and risk management.

#### **Position Responsibilities:**

- Scheduling and holding regular, weekly meetings with club officers
- Familiarizing club officers with the Sport Clubs Officer Handbook
- Familiarizing club officers with the procedures required to complete club activities
- Alerting club officers of potential consequences resulting from actions not sanctioned by Sport Clubs Organization procedures and guidelines
- Enforce Sport Club Organization guidelines and University policy
- Assist in training new club officers
- Maintain club rosters and check submitted documents for accuracy
- Sport Club Supervisors may to assigned to any of the following tasks:
  - Manage club equipment inventories and first aid kits
  - Line fields
  - Inspect equipment and facilities
  - Manage home events
  - Facility scheduling
  - Monitoring and approving club travel
  - Secure transportation for clubs
  - Secure lodging for clubs
  - Manage approved drivers
  - Manage club community service requirements
  - Budget and expense management
  - Manage club Safety & Facility Officer requirements
  - Organize sport club community initiatives
  - Manage the sport clubs social media presence
  - Manage the tier structure and points system
  - Serve as a member of the Sport Clubs Council (SCC)
- Devising and suggesting creative solutions to the dilemmas encountered by the clubs
- Scheduling and holding “emergency” meetings when clubs have special, immediate needs
- Lead bi-monthly Sport Club Organization (SCO) meetings with prepared agendas
- Act in the role of Sport Clubs Supervisor during all related events including meetings, practices, games, and other events
- Attend and participate in training sessions & staff meetings.
- Maintain an enthusiastic, helpful attitude when working with club officers
- Work on projects as assigned

#### **Qualifications:**

- Flexible schedule; must be able to work 10 hours/week during business hours; must be able to attend bi-weekly SCO Meeting on Friday afternoons
- The ability to effectively monitor and communicate to club members and officers while maintaining a high standard for customer service and safety; Reliable conflict resolution skills

- Implement organizational and management skills as they relate to completion of appropriate procedures and tasks

**Supervisor:** Jeff Keenan, Campus Recreation, Assistant Director-Competitive Sports

**Email:** [jkeen@towson.edu](mailto:jkeen@towson.edu)

**Contact Person:** TiErra Johnson Coordinator- Student Personnel & Development

**Email:** [CRSEmployment@towson.edu](mailto:CRSEmployment@towson.edu)