

Position Title: Assistant Coordinator, Intramural Sports
Status: Student Employee, Non-exempt (Student Assistant)
Location: Contra Costa Community College, Hayward, CA
Reports To: Associate Director, Recreation and University Unions

Position Description:
 Within Recreation, Wellness and University Unions (RWUU), the Student Assistant Coordinator for Intramural Sports is responsible for the management, development, and delivery of an inclusive, safe, and fun intramural sports program. Duties may include recruiting, hiring, training, scheduling, and mentoring intramural sports officials and supervisors, planning and organizing tournaments and special events, marketing and promoting programs and services, enforcing Intramural Sports and/or RWUU policies and procedures, and general oversight of the program. Additionally, the Assistant Coordinator for Intramural Sports;

- Engages in student professional development through the enhancement of the RWUU 4-Principles of Leadership including problem solving, communication, teamwork, and a commitment to the member experience;
- Assists with creating a culture of sustainability for RWUU and campus community by helping to fashion a more just, humane, and sustainable world;
- Upholds policies, procedures, and environmental strategies to minimize risk and enhance the general safety of RWUU members and employees.

Essential Duties and Responsibilities

1. Assist in the recruiting, interviewing, and hiring of all Intramural Sports Officials and Supervisors.
2. Develop and deliver scheduled in-house officials training and developmental workshops for sports such as Basketball, Volleyball, Soccer & Indoor Soccer.
3. Provide additional support, training, and guidance for Intramural Sports staff.
4. Provide general oversight of Intramural Sports programs and staff.
5. Manage online registration system for Intramural Sports and input daily game results and



19. Other duties as assigned

Required Qualifications

1. Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students). Summer term enrollment is not required.
2. Minimum of one year working on