University of Delaware

Position Title: Part-time Coordinator, Intramural & Club Sports
Title of Supervisor: Assistant Director, Club Sports & Assistant Director, Intramural Sports
Department: Campus Recreation
College/Admin Office: Delaware Athletics, Community & Campus Recreation
Location: Newark

1 position available starting 07/01/24, ending 06/30/25
$16.50 / hour
30 hours / week

CONTEXT OF THE JOB:
The Part-time Coordinator, Intramural & Club Sports is a valued member within the University and Department of Athletics, Community and Recreation (DACCR), upholding and embracing the departmental mission of “Achieving Excellence Together.”

Under the direction of the Assistant Director, Club Sports, and Assistant Director, Intramural Sports the Part-time Coordinator will assist with the daily operations, administration, and development of the Intramural and Club Sport Program for Campus Recreation.

MAJOR RESPONSIBILITIES:
Club Sports Administration
● Provide on-site supervision of Club Sport events and practices.
● Schedule club practice and competition space, working closely with Athletics/Recreation to avoid space/time conflicts.
● Manage, train, and schedule Club Sport Supervisors for on campus club sport events.
● Manage Club Sports membership through imleagues, ensuring required forms are completed prior to participation.
● Ensure athletic training coverage at necessary events.
● Assist in the facilitation of leadership workshops and officer training.
● Assist with the reimbursement process of club expenses.

Intramural Sports Administration
● Assist with recruitment, hiring, training, scheduling, supervising, evaluating intramural staff members.
● Assist with scheduling of intramural brackets and events.
● Assist with IMLeagues management.
● Input of IM scores.
● Assist with on-site supervision of IM events.
● Assist w/ execution of programming as needed.
● Assist with IM exposure in partnership with External Staff.

QUALIFICATIONS:
● High level of organizational, communication and computing skills (internet literacy, scheduling software, basic office applications).
● Good judgment/decision-making required.
Knowledge of team and individual sports.
High level of sensitivity and conflict resolution skills to deal with issues in an objective, fair and assertive manner as they arise.
First Aid/CPR certification strongly preferred.
Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
Committed to fostering a workplace culture of belonging, where diversity is celebrated and equity is a core value.

SPECIAL REQUIREMENTS:
Evening and some weekend hours required.

To apply for this position, send your cover letter and resume to Lauren Dudziak, ldudziak@udel.edu.

Equal Employment Opportunity

Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html