

FSU Campus Recreation SPORT CLUBS

Position Title: Sport Club Program Assistant
Supervised by: Assistant Director – Sport Clubs
Division: Campus Recreation – Sport Club Department

Position Summary: The Program Assistant provides direction and support for club officers and members by serving as a liaison between sport clubs and the Sport Club Office. Supervises practices and aides in club game/event management and supervision. Facilitates and monitors the completion of club paperwork.

Responsibilities include, but are not limited to:

- Attending various club practices and/or events to serve as a representative from the Sport Club Office
- Serving as liaison enforcing policies and procedures between clubs and Sport Club Office and aiding in collection of important paperwork from clubs
- Providing administrative support for the Sport Club Office through database management and communication management
- Supervising designated clubs to see that clubs turn in required paperwork by given deadlines
- Maintaining weekly office hours
- Keeping in continual contact with assigned clubs throughout each semester
- Knowing and understanding the Sport Club Program rules, regulations and expectations as described in the Sport Club Guidebook
- Attending monthly Sport Club Program Meetings
- Weekly facility supervision and attendance at staff meetings in conjunction with Intramural Sports Supervisor Staff
- Representing the program fairly, consistently and professionally
- Performing other duties assigned by the Assistant Director Sport Clubs

Qualifications:

- Willing to work evening and weekend hours
- Proficient in use of Microsoft Word and Excel programs
- Experience in some form of leadership and management capacity preferred
- Continued participation in appropriate in-service and training sessions
- Supervisory experience, specifically in a sport/athletic environment preferred
- Current Sport Club Member preferred