POSITION TITLE: Competitive Sports Coordinator  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 603

LOCATION & SCHEDULE: Recreational Sports - WREC & Acker Complex.  
Monday-Friday afternoon/evenings, with some daytime and weekend responsibilities

COMPENSATION: $15 - $20 per hour

ESSENTIAL JOB FUNCTIONS: 
This position will report to the Program Coordinator and will collaborate with the Director of Intramural Sports and the Director of Sport Clubs in the day-to-day administration and operation of the competitive sports program, including intramural sports, sport clubs, and youth summer camps. Positions will be focused on the day-to-day operations of the Intramural Sports, Sport Clubs, and Summer Camp programming.

Primary Functions
• Assist with hiring, scheduling, supervision, and general student staff management
• Communicate and interact with program participants and staff to promote effective delivery of services
• Develops recommendations for improved programming and staffing using usage data, best practice models, and industry trends

Sport Clubs:
• Coordinate and conduct student staff in-service trainings
• Coordinate and conduct on-site safety audits
• Provides oversight and serves as a primary on-site point of contact for sport clubs teams, their coaches, and student officers/leaders
• Assist with developing and revising sport club policies and procedures
• Provides program advisement and training to Sport Club officers
• Assists with organization and scheduling of sport club semester practice and home game schedules

Intramural Sports:
• Coordinate and conduct student staff in-service trainings
• Provides oversight and serves as a primary on-site point of contact for Intramural sports, supervisors, and officials
• Assist with developing and revising intramural sports policies procedures and sport rules
• Maintain IM Leagues account (Intramural online sign-up database)
• Assists with the organization, training, and scheduling of the youth summer camp program

Summer Camp
• Assists with planning and implementation of summer camp program and timeline
• Assists with interviewing, hiring, and training summer camp counselors
• Serves as the lead role for discipline and behavior management of summer camp participants
• Assists in creating weekly camp activity schedules
• Assists in the day to day summer camp operations that include but are not limited to: registration, payment collection, waiver and liability forms collection, check in and check out process, and data entry

Marketing
• Manages the dissemination of information through a variety of social media outlets for the Recreational Sports Program

DISCLOSURE OF CAMPUS CRIME STATISTICS 
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Assists with defining markets. Ensures the ongoing assessment of programs using techniques such as participant evaluations, written surveys, focus groups and informal discussions.
• Develops recommendations for improved programming and staffing using usage data, best practice models, and industry trends

Maintenance
• Ensures satisfactory maintenance and appearance of facilities
• Ensures sports equipment is maintained at all times
• Ensures regular walk through of the facilities and inspections of all equipment to ensure maintenance is performed in a timely manner
• Assists with ensuring regular facility checks are performed in a proper and timely manner
• Coordinate and assist when necessary the lining of fields for home sport club and intramural outdoor events
• Maintain electric cart by providing regular inspections and cleaning as well as record keeping of usage and needed repairs

Safety
• Ensures all student staff possesses required certifications within respective job description
• Ensures participant accident reports, employee injury reports, incident reports, supervisor’s logs and safety suggestions of staff and participants are maintained and reviewed regularly
• Responsible for training all student supervisors on electric cart usage and policies

QUALIFICATIONS/EMPLOYMENT STANDARDS:
Required Qualifications:
• Bachelor’s degree in related area and/or equivalent degree
• Current American Red Cross, American Heart Association or American Health and Safety Institute CPR/AED and First Aid certification required and maintained throughout employment
• Must be proficient in the use of computer applications including the Microsoft Office Suite
• Valid California Driver License Required for operation of small equipment
• Ability to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.
• Physical requirements include sitting, standing, driving, outdoor heat exposure, and lifting up to 50 lbs.

Preferred Qualifications:
• Previous experience in recreational sports programming in a collegiate setting preferred. Must have strong knowledge of several sports’ rules and preference may be given to those with referee experience
• Thorough knowledge of campus policies and procedures
• Able to handle fluctuating volume and intensity of business, including crowds and occasionally difficult customers
• Ability to stay calm and patience in difficult situations
• Ability to effectively communicate with customers, staff, co-workers, supervisors, local agencies, and law enforcement when needed
• Self-motivated, takes initiative
• Previous experience with summer camps or youth programming

BENEFITS: Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and paid vacation, sick leave, and holidays.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

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• CSU, Chico Research Foundation application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins August 27, 2018. Applications received after August 26, 2018, may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.