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**Sport Program Lead Supervisor**

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**DIVISION MISSION**

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

**DEPARTMENT OVERVIEW**

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Campus Recreation & Wellness at East Carolina University provides the following programs and services for the campus community: Intramural Sports; Physical Activity & Fitness; Informal Recreation; Club Sports; Adventure Programs; Youth and Family; Aquatics/Safety Services, Wellness, and Special Events.

**MINIMUM QUALIFICATIONS**

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- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.
  - CPR and First Aid certification required. Blood borne pathogens training within the past year required (CRW does offer certification classes to all employees if not previously certified)
  - Worked as a Sport Program Supervisor for at least one semester
  - The ability to effectively supervise and communicate to employees and participants while maintaining a high standard for customer service
  - Organizational and management skills as they relate to report writing and completion of appropriate paperwork
  - A strong working knowledge and understanding of departmental policies and procedures

**SCOPE OF POSITION**

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The Lead Sport Program Supervisor assists in training, evaluations, marketing, and development of Sport Program activities, supervises assigned employees, evaluate and assist in training of sports officials, completes contractual paperwork, administers immediate first aid and CPR, completes daily reports and forms, mediates disputes, checks out and controls equipment and supplies, communicates with Sport Program professional staff, and works with contestants, employees, and club representatives to ensure a safe environment for participants.

*Responsibilities:*

- Must adhere to all CRW COVID-19 protocols and procedures.
- Hold up to 20 hours each week to ensure all administrative work is completed in a timely manner.
- Assist with the sport program hiring process leading a hiring committee and preparing the group interview process.
- Assist with the planning and implementation of staff training and development
- Create bi-weekly staff meeting agendas and conduct bi-weekly staff meetings that require all sport program supervisors attendance.
- Implement and conduct goal-setting sessions each semester to continue to improve the sport program staff experience.
- Schedule sport program staff utilizing the *When2Work* and *Arbiter* scheduling systems online.
- Communicate updates with sport program staff via GroupMe and email.
- Hold fellow sport program staff peers accountable by enforcing late shift, missed shift notices through written staff discipline letters. Document any no-show or tardy employees as well as any out of uniform employees.
- Evaluate, observe, and mentor selected supervisors during weekly practice and/or event shifts at a minimum of five hours bi-weekly.
- Assist in the evaluation process for sport program supervisors.
- Assist with the improvement and innovation of staff forms through the Connect2 app and other online resources.
- Ensure all safety and activity equipment is organized and inventoried for each activity area weekly.
- Assist clubs with home event programming/planning process to ensure high quality and efficient event hosting.
- Assist intramural teams in registrations, policies, procedures, and provide exceptional customer service.
- Develop, recommend, and implement new projects/programs to improve the sport program student staff experience.
- Develop one's knowledge, performance, and abilities through supervisor and self-reflection.

- Perform normal day to day sport program supervisor duties when necessary working a practice and/or event shift
- Administer immediate first aid and CPR when necessary. Know and implement the Emergency Medical System when the situation requires.
- Complete the Accident Report form in detail for all injuries requiring attention.
- Perform additional tasks assigned by the sport program professional staff.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

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|----------------------------|-----------------------|---------------------------|
| • Effective Communication  | • Effective Reasoning | • Teamwork                |
| • Accountability/Integrity | • Mentorship          | • Adaptability/Resiliency |
| • Self-Awareness           | • Conflict Resolution |                           |

#### **DATES OF EMPLOYMENT & COMPENSATION**

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- Starting hourly rate will be \$11.22/hour.
- Position is considered seasonal employment with varying hours dependent upon calendar of activities.
- Reports to Coordinator and Assistant Directors for Sport and Youth Programs.

#### **APPLICATION INSTRUCTIONS**

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Applications must be submitted through ECU's PeopleAdmin system. Visit [ecu.peopleadmin.com](http://ecu.peopleadmin.com), create a profile and apply for the position listed under Campus Recreation & Wellness. Email: [campusrec@ecu.edu](mailto:campusrec@ecu.edu)

**Note:** Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.