**Club Sports Site Supervisor**

**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 Mission**
To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

**Minimum Qualifications**
- CPR and First Aid certification required. Blood borne pathogens training within the past year required.
- 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.
- Clearance to operate University vehicles through a driver's license check.

**Scope of Position**
The Club Sport Site Supervisor coordinates and controls Club Sports activities, supervises assigned employees, 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 Club Sports staff, and works with contest employees and club representatives to ensure a safe environment for participants.

**Responsibilities:**
- Pick up notebook prior to shift in the Club Office, unless you have made other arrangements with the Club administrative staff. Report to the activity site as assigned by When2Work with appropriate equipment for each assigned activity.
- Organize equipment for each activity area. Inventory all equipment and the first aid kit.
- Check all activity areas for hazards. Document condition of the activity area on the Site Manager's report.
- Check in activity personnel on the Employee Sign-in Sheets. Document any no-show or tardy employees as well as any out of uniform employees.
- Assist with area setup for club sport practices and/or games.
- Patrol the entire area at least once every half hour.
- Observe games and participants and maintain control of the facilities.
- Evaluate and supervise club sport participants. Hold employees accountable for polices and expectations of the Club Sports staff. Provide feedback in a constructive manner and document any concerns regarding employee performance and/or effort.
- Assist club officers and officials with discipline problems, spectators or injuries. If a fight or ejection occurs, take control of the situation, collect all pertinent information, and inform participants of the protest procedure. Conflict resolution skills should be used to diffuse the situation and properly communicate with participants.
- Take counts every hour in relation to field space. Fill out Site Manager’s report and other assigned forms. Clearly document any information concerning facility issues, disciplinary action, or injuries.
- 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.
- When appropriate, return all equipment to the fieldhouse and ensure it is securely locked. Organize equipment for utility workers and/or following day’s employees.
- Return the notebook with all reports to the Club Sports office or other designated location by 9:00 am the next morning. Communicate all necessary information to the Club staff. Follow up with a text or email of any unique situations or problems.
- Make on-site decisions regarding inclement weather situations and, if games are to be postponed/canceled, notify affected clubs and Club Sport 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:

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

**Dates of Employment & Compensation**
- Starting hourly rate will be $8.90/hour.
- Position is considered seasonal employment with varying hours dependent up calendar of activities.
- Reports to Coordinator and Assistant Director for Club Sports.

**APPLICATION INSTRUCTIONS**

Applications must be submitted through ECU’s PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: crw@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.