



UNIVERSITY OF
CALGARY

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ACTIVE LIVING

2500 University Drive NW
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Intramural Supervisor / First-Aid

Each term the IMS program hires students as event supervisors/first aid to maintain organization throughout an event, and to administer any emergency athletic first aid if necessary. The roles of the supervisor/first aid are important to keeping the flow of events running smoothly and without conflict. They are there to ensure the safety of individuals by addressing concerns, enforcing safe measures, defusing conflicts, and administering basic first-aid needs. As well the supervisor/first aid is responsible for all intramurals equipment—both distributing it and retrieving it at the end of the night. They function as a liaison between the league coordinator and participants; must be able to communicate well and efficiently with participants and relay all necessary information to event coordinators.

Position Information

Shifts: Mon-Thru Evenings, and some weekends

Dates: September to April

Rate of Pay: \$15-\$17

Location: Kinesiology Complex

The supervisor/first-aid duties include, but not limited to:

1. Filling in game sheets
2. Directing the flow of participants to the proper locations
3. Listening and addressing participant concerns
4. Enforcing league policies and procedures
5. Informing participants of special notices
6. Distributing tickets/coupons to participants
7. Ensuring playing area is safe and playable
8. Accountable for equipment and its return
9. Completing incident reports for any dangerous or irregular behavior/action/equipment issues.
10. Administer simple and small athletic first aid needs (Ice packs, Band-aids, Tensor bandages)
11. Call Campus Security of any incidents beyond control of IMS staff, or for serious injuries.
12. Keep scores of games (Sport specific)

Qualifications:

1. Excellent Communication Skills
2. Conflict Resolution skills
3. Organization and time management skills
4. Passion for Sport administration
5. First-aid or CPR training would be an asset
6. Punctual

To Apply:

Please submit your resume in person at the Intramurals office in KNA 101, or via email to imssport@calgary.ca

