

## University of Calgary Intramurals & Recreational Sports Sports Supervisors/Timekeepers

**Job Title:** Intramural Sports Supervisor

**Faculty:** Faculty of Kinesiology, Intramurals & Recreational Sports

**Department:** Active Living

**Wage:** \$17 – \$19/hour

**Duration of Employment:**

- Fall: September 1st – December 24<sup>th</sup>
- Winter: January 1<sup>st</sup> – April 30<sup>th</sup>
- Spring/Summer: May 20<sup>th</sup> – August 25<sup>th</sup>

### NATURE OF POSITION

Intramurals & Recreational Sports is hiring Supervisors/Timekeepers for the Fall (September – December) and Winter (January – April) semesters. Supervisors are responsible for leading all on-shift staff and oversee the operations of on-site Intramural leagues in one or more of the following sports: *Spike ball, Dodgeball, Basketball, Volleyball, Ice Hockey, Outdoor Soccer, Indoor Soccer, Floorball, Flag Football, Badminton.*

This role requires strong leadership, multitasking, conflict resolution, and communication skills. Supervisors ensure games are safe, inclusive, and organized, while managing logistical, safety, and disciplinary issues on-site. This is a leadership role that requires assertiveness, confidence, and excellent attention to detail.

### DUTIES AND RESPONSIBILITIES

- Arrive 30 minutes before game start time (paid) to:
  - Set up equipment, facility spaces, and signage
  - Manage staff sign-in and readiness
  - Prepare game-day documents
  - Ensure safe playing area
- Act as the main on-site point of contact for the League Coordinator
- Oversee all referees, timekeepers, to ensure effective game operations
- Manage participant check-in:
  - Confirm waivers are signed and players are sanctioned to play
  - Collect game bonds and obtain participant signatures
  - Monitor cash handling and return deposits accurately

- Enforce league rules, policies, and expectations with professionalism and consistency
- Respond to and de-escalate higher-level conflicts or disputes
- Make executive decisions regarding gameplay or eligibility
- Administer first aid when required, using on-site kits
- Complete and submit incident reports and communicate concerns to the League Coordinator
- Ensure all staff complete and submit timesheets on time
- Monitor overall safety and cleanliness of facility areas
- Responsible for equipment
- Keeping track of game time and score
- Know and execute emergency action plans, including facility exits and evacuation procedures
- Represent Active Living and promote a culture of inclusion, belonging, and respect

## QUALIFICATIONS

### **Mandatory**

- Strong leadership skills with experience managing people or projects
- High level of attention to detail and organization
- Able to manage multiple tasks simultaneously in a fast-paced environment
- Strong conflict resolution and decision-making skills under pressure
- Comfortable addressing crowds and handling multiple questions or concerns at once
- Professional, dependable, and punctual
- Excellent interpersonal and communication skills (verbal and written)
- Assertive yet approachable; able to remain composed during challenging situations
- Familiarity with sports environments and participant behavior
- Completion of Grade 12 education

### **Supplementary**

- Current Standard First Aid with CPR-C certification (or willingness to obtain, offered internally)
- Experience working in recreation, athletics, customer service, or student leadership roles is an asset
- Current UCalgary students are preferred
- Experience with cash handling or event management is an asset

## **How to Apply**



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Please complete the following application form:

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***Tip for your resume:*** Highlight your sports experience, leadership background, and customer service strengths. Include any relevant certifications or references from coaches, teachers, or past employers.