

**Sports Programs Program Assistant
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to lead Sports Programs by aiding in the organization and administration of Intramural Sports and Club Sports.

Responsibilities

- Organize the leagues, divisions and schedules for Intramural Sports including team sports, special events and individual and dual sports
- Assist with supervision of nightly Intramural and Club Sport programming and weekend events
- Review supervisor nightly reports and complete tasks as directed from reports
- Serve as customer service representative to patrons in person, by phone and email
- Assist with safety checks and programming cancellation communication of Miller and Method Road Fields
- Maintain Intramural Sport standard operating procedures and event reports
- Assist with Intramural Sports participant and spectator ejection meetings
- Maintain equipment storage and cooler cleanliness
- Prepare nightly officials field and court grids
- Select monthly staff awards for Supervisor, Evaluator, Official and Scorekeeper Positions
- Attend weekly Program Assistant meetings and bi-weekly Supervisor meetings
- Understand and enforce Wellness and Recreation and Sports Programs policies and guidelines
- Knowledge and implementation of emergency action plan
- Design and facilitate required trainings
- Develop professional relationships with co-workers, participants and guests
- Hire, train, evaluate and supervise area team
- Create staff schedules
- Manage participant/patron behaviors and mediate conflict
- Utilize software and databases including RecTrac, EMS, WhenToWork and IMLeagues
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills

- Demonstrated ability to lead and supervise a team
- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles
- Encouraged to participate in student professional development opportunities

Qualifications & Certifications

- Current full-time NC State student
- Current NC State Wellness and Recreation student employee
- Minimum 2.5 GPA
- First Aid and Adult CPR/AED certifications should be current

AA/EOE

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Coordinator, Sports Programs