DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Intramural Referee

DEPARTMENT: Campus Recreation

DATE: August 2016

SCHEDULE: Flexible, Monday-Thursday 6pm-11:30am,

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Intramurals

JOB FUNCTION:

Officiates intramural games according to the rules of intramural sports. Works with campus recreation staff to provide a safe, fun activity-based experience for students involved in intramurals sports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Additional responsibilities may include weekend tournaments and limited office hours for meetings regarding intramurals. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 70%</td>
<td>Ongoing</td>
<td>Actively observes players in intramural games, ensures players/teams are eligible for competition, makes fair and consistent calls, ensures the games are played according to the intramural rules, resolves potential conflicts before they become major issues, communicates to participants and guests in a respectful and professional manner, and ensures accuracy of game clock and score.</td>
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<tr>
<td>2. 10%</td>
<td>Ongoing</td>
<td>Assist in set-up and clean up of equipment and facility for assigned sport(s). Arrives to each shift in proper attire and with all necessary equipment. Ensures equipment is returned to storage after use.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Assists with the development and implementation of all rules, regulations and policies governing the Intramural Sports program, mediates conflicts and official protests in conjunction with the Intramurals Sports staff and Intramurals Sports Council.</td>
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<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Assist in involving new and incoming students for participation in student activities by attending University events and admissions visit days as a Student Activities Office representative. Assist Director of Student Activities in attending informational events and distributing recruiting materials for Campus Recreation.</td>
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<tr>
<td>5. 5%</td>
<td>Ongoing</td>
<td>Attend regularly scheduled intramurals sports staff meetings and training as directed by Campus Recreation Staff. Performs other Intramurals Sports program tasks as assigned by the Intramurals Coordinator, Campus Recreation Coordinator or Director of Student Activities. Provides information and assistance to visitors, students, staff, and faculty. Provide opportunities for faculty, staff and students to be involved in campus activities.</td>
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MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to attend all assigned games and to arrive on time.
2. Ability to concentrate in a situation with many potential distractions.
3. Extensive knowledge of the rules pertaining to intramurals sports
4. Ability to make decisions quickly and fairly.
5. Ability to use effective written and verbal communication skills.
6. Ability to run at pace of players to call plays
7. Prior refereeing experience preferred.
8. Ability to use E-mail, graphic and spreadsheet computer software.
9. Must be a regular, full-time day school student, enrolled in at least 12 hours of class per semester.
10. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**PHYSICAL REQUIREMENTS:**
The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands and reach with hands and arms; and talk and hear. The employee is occasionally required to run and must be able to lift 50lbs. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:**
The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is always exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.